OpenAir.com

OpenAir Guide

Timesheets Module

Version 1.6

7. TIMESHEETS

All users with access to the TIMESHEETS module can:

- Create and enter time in their own timesheets
- Edit or delete their own timesheets
- Copy previous timesheets (i.e., use a previous timesheet as a template for a new timesheet)
- Select default settings (on the main grid or in the Description pop-up window) for client:project, time type, and service drop-downs
- Submit timesheets for sign-offs and/or approval
- Archive approved timesheets

Getting started

Note: If you're not in a TIMESHEETS window after logging in, click on the "TIMESHEETS" link on the top line of the page. All users with module access will see the Timesheets tab.

7.1. Timesheets Tab

The Timesheets tab is unique to the TIMESHEETS module, and all users who have access to the TIMESHEETS module can see this tab. When you click on the Timesheets tab, you'll see either a list of existing timesheets, or you'll see a line informing you that no timesheets (of that particular type—open, submitted, approved, archived, or any at all) were found. If there are existing timesheets, simply click on the name of the timesheet you wish to see.

Note: You cannot change anyone else's timesheet unless you are that user's approver and have been given specific role permission to edit submitted timesheets, and you can change only your own timesheets that have not yet been approved.

7.1.1. Timesheets > [New timesheet]

To create a new timesheet, go to the "Timesheets" tab, then click on the "Create..." drop-down menu and select "Timesheet," which will take you to the "New timesheet" dialog (Figure 7.1.1). Choose a date span from the drop-down menu. You can choose a name for the timesheet, or simply use the timesheet default name, which is the date span, e.g., "Timesheet for 04/02/00 to 04/08/00"; this will appear in the appropriate timesheets listing. Once you've named your timesheet (or not), entered important events for that week or written other comments in the "Notes" field (or not), click on "Create the timesheet." This will take you to the "Enter time" link and its associated dialog.

You can select a default Time type, Client/Project, Task, and/or Service for each timesheet you create. You can change the defaults when in the timesheet grid.

You can archive timesheets once they have been approved and billed.

- To minimize data entry for time-tracking employees, users can now copy previous timesheets and reuse them. Users can opt to copy the clients and the hours of the previous timesheet or to copy the clients and leave space for new hour data. Just go to the Timesheets tab, select "Timesheet from another timesheet" in the "Create..." drop-down menu, and then make your selections in the "Duplicate this timesheet" and "Change hours" drop-downs in the "New timesheet" dialog.

Figure 7.1.1. New Timesheet dialog box.

7.1.2. Timesheets > Enter time

The "Enter time" dialog (Figure 7.1.2a) is a grid that allows you to enter time in individual date cells (cell dates are shown on the vertical axis). If enabled, drop-down menus for "Time types" (work time category), "Client/Project" (to whom hours will be charged), "Service" (specific activity

category), and "Task" can be used for each row (i.e., the grid's horizontal axis) to provide details for your time entries.

Figure 7.1.2a. Enter Time dialog box.

Note: If the aforementioned drop-downs are not visible on the main timesheet grid, they can be accessed by clicking on the blue description button adjacent to each date cell, which opens a "Description" pop-up window. However, these drop-downs can appear only if the corresponding Account tab entity is populated—i.e., there must be clients in your company's database for the "Client/ Project" drop-down to appear; likewise for "Services." You must have assigned "Tasks" in the PROJECTS module for this drop-down to appear in tandem with its associated Client/Project. OpenAir.com has pre populated the "Time types" entity, so unless these have been deleted, the "Time types" drop-down will always be available on the main grid or in the "Description" pop-up window. Also note that a blue button turns green if its description window is used. (Figure 7.1.2b).

Figure 7.1.2b. Timesheet Grid Detail.

Enter the number of hours (partial hours as decimals) per day according to the your selection of Time type, Client:Project, and/or Service from any drop-downs appearing on the main grid, or click on the individual date cell's blue button to provide time details in the "Description" pop-up window. You can also enter a description or notes in the corresponding pop-up window fields; when finished, click on "OK" to return to the timesheet main grid. When you have made your timesheet entries, click on "Save."

Important: You *must* enter hours into a cell that has a description or notes entered, or they will not be saved (an error message will appear). "Used" buttons—days with Descriptions, Notes, etc., entries—are green.

Note: To avoid problems with pay periods conflicting with the calendar, you can create overlapping timesheets by checking the "Allow overlapping timesheets" box on the "New timesheet" dialog. Important: You can select the overlapping option only upon creation of a new timesheet.

7.1.3. Timesheets > Hours remaining

Note: The "Hours remaining" link will only be available if the "Hours remaining" feature has been enabled in the Timesheets Options section of the My Account > Company > Settings page.

The "Hours remaining" feature lets you estimate the number of hours you have left to work on a task directly from a timesheet in which you have entered time for that task.

For example, say you were entering time for Project A - Task 1, and you worked 20 hours on this task. If, after entering your time, you still think you need to work another 5 hours on the task before it is complete, you can enter this amount as the hours remaining.

Note: You can make this feature required (i.e. users will have to estimate the time remaining on any tasks in their timesheet before they can submit the timesheet for approval) by enabling the "Require 'hours remaining' estimates for all tasks" option in the Timesheets Options section of the My Account > Company > Settings page.

To estimate hours remaining on a task:

1. Click on the "Timesheets" tab.
2. Click on the "Open Timesheets" or "All Timesheets" tab.
3. Click on the name of the a timesheet in the list, or create a new timesheet.
4. If you have not done so, click on the "Enter time" link and enter time for project tasks

that you worked on during the timesheet's time period. Click on "Save."

5. Click on the "Hours remaining" link.
6. You will see a row with Task/Project/Hours remaining for each task. Enter the hours remaining for any or all of the tasks in the text boxes provided. If there are no hours remaining (i.e. you deem that the task is complete), you can enter "0" as the amount of hours.

Note: Only the tasks for which you have entered time in this particular timesheet will appear in the "Hours remaining" dialog box.

7. Click on "Save."

The "Updated" and "% Complete" hours associated with the tasks in question will be updated in the Projects Module, on the Projects > [project name] > Edit tasks/phases page.

7.1.4. Timesheets > Edit timesheet

If you want to change the name of the timesheet, click on "Edit timesheet." The "Edit timesheet" dialog is also used to **delete** open timesheets. (Note: you cannot make changes to or delete timesheets that have already been submitted or approved.) If you need to make changes to individual entries in a timesheet, click on the timesheet name in the Open timesheet list, click on the "Enter time" link, make the necessary changes in the grid and/or in the "Description" pop-up window(s), and then click on "Save."

7.1.5. Timesheets > Signers

You may need to submit your timesheet to up to three people to sign off on your hours for a particular project before you can submit a timesheet for approval. Click on the timesheet name, and then on the "Signers" link; if Signers are required for any of the hours in your timesheet, you will see each Signer's name, otherwise you will see the message, "No sign-offs are needed." Click on the name of a signer to bring up the "Send sign off requests" dialog box, which includes a summary of hours worked while working on a particular project or for a particular client.

Use the check boxes to indicate one or more sets of hours requiring the signer's approval; include any notes as desired, and then click on the "Send" button.

Note: This procedure must be followed for each signer.

Note: You may be able to submit your timesheet for approval even if all signers have not signed off on your timesheet; however, if all Signers must sign off on your item first, you will see a message that "all sign-offs are required" when you click on the "Submit/Approve" link.

You can check the sign off status of a timesheet by going to Timesheets > [name of timesheet] > Signers. The status of the requested item(s) is indicated in the table rows adjacent to each signer's name. You can also check the status of your items by going to MY ACCOUNT > Dashboard > My Status.

7.1.6. Timesheets > Submit/Approve

To submit a timesheet for approval:

Click on Timesheets > [Name] > Submit/Approve. If you're the owner and approver of your timesheets, you'll see the "Submit and approve" dialog with the message, "You are the owner and approver of the timesheet. Click on the 'Approve' button to submit and approve the timesheet"; simply click on "Approve." If you're submitting a timesheet for someone else's approval, you'll see the "Submit for approval" dialog, which includes the URL link to the timesheet that your approver will see. If all is in order, click on "Submit." (You can also enter additional notes in the text field; just do not change or delete the URL!)

To approve a submitted timesheet:

If you are the Approver of someone else's timesheet, you will be notified by email when that person has submitted a timesheet for approval. In the email message:

1. Click on the hyper linked URL.
2. Log in to OpenAir.com.
3. Review the submitted Timesheet report.
4. Select Approve or Reject from the drop-down menu in the upper left-hand corner of the form. (If you reject the Timesheet report, you can use the optional Text field to give the reasons for rejecting it.)

5. Click on the "Save" button. The submitter of the timesheet will be notified by email about the status of his/her timesheet.

Bulk approval of timesheets: If you have many timesheets you need to approve, it may be more convenient to approve them all at once.

To approve multiple timesheets at once:

1. Go to the Timesheets > Submitted sub-tab. You can filter the list so that it shows only those timesheets that you need to approve.
2. Click on the "Waiting for my approval" link found above the list.

Note: You will only need to do steps 3, 4, and 5 the first time you approve multiple timesheets.

3. Now that you see only those timesheets that you need to approve, click on the "customize" link at the bottom of the list.
4. In the pop-up dialog box that appears, highlight "Run an action" and click on the "Add highlighted items >" button.
5. Click "OK."
6. In the list of timesheets, you will have a new column identified by a "check box" icon. Enable the check boxes for those timesheets you wish to approve.
7. Click on the double-arrow "run" icon.
8. In the pop-up dialog box that appears, click "OK" to approve the timesheets.
9. You will see the approval history report for the approved timesheets.
10. Click on the "Click Here" link to close the report.

Note: If you close the pop-up report using a different method, the submitted timesheets list will not be automatically refreshed. You will need to refresh the page yourself to see the changes you just made.

7.1.7. Timesheets > Billable

This TIMESHEETS feature enables you to create timebills using the data you've collected from your own timesheets and any timesheets for which you are the approver. Go to the Approved or All timesheets listing, click on the name of an approved timesheet (which will take you to its Timesheet Report), and then click on the "Billable" link. Click on the "Create billables" link if it is not already selected. Select the client or project from the drop-down menu on the right side of the "Create Billables" dialog (Figure 7.1), check off the "Time entry" items you wish to bill, and enter a billing rate (with mark-up or mark-down,* as appropriate). Then click on "Create the Timebills." TIMESHEETS acknowledges the successful creation of the timebills. You can click on the "Billable report" link to see a Billed Time Report.

Note: The "Billable" link will not appear if project billing has been enabled ("Project billing rules" has been selected from the "Get the billing rate from" drop-down list box on the My Account > Company > Settings page).

Figure 7.1. Timesheets > Billable > Create billables.

Approved timesheet entries can be automatically turned into billable time.

To automatically bill time assigned to a client when a timesheet is approved:

1. Go to the My Account > Company > Settings form.
2. Enable the "Automatically bill time assigned to a client when a timesheet is approved" check box in the "Timesheet Options" section.
3. Set up global and project-level auto-billable rules if desired.

When a timesheet is approved, timebills will automatically be created for each time entry that is billable based on your auto-billable rules. You can click on the Billable > "Billable report" link to see the "Billed Time Report." This report will show you the timebills that have been created from the timesheet. If you click on the "Auto-billed exceptions report" link, you will see a report which shows you the rounding rules that were applied to the time entries that were automatically billed. It

will also tell you why specific time entries were not billed. For example, a time entry might be associated with a project that is not auto-billable. To create timebills from time entries that were not automatically billed, click on the "Create billables" link, and follow the steps described above to create timebills from approved envelopes.

*Note: *Mark-downs are created by putting a negative number into the mark up/down field—use the "hyphen-number" convention, i.e., "–500," rather than enclosing numbers in parentheses or brackets.* ***Important:*** *If you mark up or down by a set amount, rather than by a percentage,* ***each item*** *(listed singly or as part of a quantified entry) will be added to or reduced by that set amount. Thus charging your customer a $1 handling fee for making 100 photocopies (at $.05 each) should be done as a 20% markup: 100 copies @ .05 = 5.00 + (5.00 x .20) = $6.00; when marked up as a set amount: 100 copies @ (.05 + 1.00 handling fee per copy) = $105.00!*

7.1.1. Archiving Timesheets

Timesheets can be manually placed in the "Archived" category once their hours have been billed to a client, and/or their owners (i.e., you or your employees) have already been paid.

To archive a Timesheet:

1. Click on the Timesheets tab, and then on the "Approved" sub-tab.
2. Click on the name of the relevant Timesheet, and then on the "Edit" link.
3. In the "Edit Timesheet" dialog, check the "Archive this Timesheet" box.
4. Click on "Save."

The Timesheet will be removed from the Approved list and entered into the Archived list.

Bulk archiving of timesheets: If you have many timesheets you need to archive, it may be more convenient do them all at once.

To archive multiple timesheets at once:

1. Go to the Timesheets > Approved sub-tab.

Note: You will only need to do steps 2, 3, and 4 the first time you archive multiple timesheets.

2. Click on the "customize" link at the bottom of the list.
3. In the pop-up dialog box that appears, highlight "Run an action" and click on the "Add highlighted items >" button.
4. Click "OK."
5. In the list of timesheets, you will have a new column identified by a "check box" icon. Enable the check boxes for those timesheets you wish to archive.
6. Click on the double-arrow "run" icon.
7. In the pop-up dialog box that appears, click "OK" to archive the timesheets.
8. You will see the a report of the archived timesheets.
9. Click on the "Click Here" link to close the report. If you close the pop-up report using a different method, the submitted timesheets list will not be automatically refreshed. You will need to refresh the page yourself to see the changes you just made.

7.2. Dashboard Tab

7.2.1. Message Board

The Message Board is where administrators can post account-wide notices to users about items needing attention, or to inform them of new policies, features, etc.

To enter text into the message board, click on the "(edit message)" link under the Message Board entry. (Note: Only users with permission will see this link.) Enter your text into the "Message Board" dialog, then click on "Save."

7.2.2. Reminders

"Reminders" provides links to specific items waiting on their actions, such as approving other users' timesheets, envelopes, or proposals. (Note: Reminders are generated automatically, and cannot be manually created.)

7.2.3. Wizards

Bulk user change wizard

Only users with appropriate role rights have access to this feature, which enables them to add information or make changes to groups of user

records or to all user records within one or more departments, rather than having to deal with each individual user record separately.

To use the wizard:

1. Click on the Dashboard tab.
2. Click on the "Bulk user changed wizard" link found under the "Wizards" section heading.
3. In the "Step 1" dialog box, select a user from the "User to copy from" drop-down. The settings in this user's Account > Users > [User ID] > Demographic dialog box will be applied to selected users or departments in Step 2.
4. Select the information you want to copy using the "Available items" picker list and copy them into the "Selected information" field using the "Add" arrows just below the list fields.
5. Choose to copy the information to other users or to departments by selecting the appropriate "Copy to" radio button. Then click on "Next."
6. In the "Step 2" dialog box, select from the "Available" picker list the departments or users to whose dialogs you want to copy the information you selected in Step 1, and then click on "Run." If successful, you will see the message, "The update is complete," along with a message about the number of users affected by the change.

Envelope attachment deletion wizard

Only users with appropriate role rights have access to this feature. It allows you to delete attachments associated with approved envelopes and receipts, freeing up valuable storage space. You can choose to delete the attachments from all approved envelopes from a certain time period, or to delete only those approved envelopes that have been fully reimbursed.

To use the wizard:

1. Go to the My Account module, and click on the Dashboard tab.
2. Click on the "Envelope attachment deletion wizard" link found under the "Wizards" section heading.
3. In the "Delete envelope attachments" dialog box, select the date range for the envelopes.
4. Select whether to delete attachments from all approved envelopes that fall within the date range, or only those that have been reimbursed.
5. Click on the "Delete the attachments" button.
6. You may need to wait a few seconds while the wizard processes your request. You will then see a list of the envelopes that matched the criteria you set in steps 3 and 4, and the number of attachments that were deleted from each one.

Note: You cannot undo a wizard. If you have made a mistake in the bulk user change wizard, you need to make the appropriate corrective selections in both Steps 1 and 2, and run the wizard again.

7.2.4. Workspaces

Only users with access to the Workspaces module will see this section. "Workspaces" will contain links to all the workspaces users are permitted to see.

7.2.5. My Status

"My Status" informs users about the status of any timesheets, envelopes, or proposals they have submitted for signoffs or approval, and provides links to any Open or Draft items (such as timesheets or proposals) which may need further action.

7.2.6. Company Status

Users with access to the "Company Status" section can see and utilize links to and information about invoices, timebills, running timers, and other items on an account-wide basis.

7.3. Account Tab

Note: Certain user roles specifically empower users to view, create, modify, and/or delete each Account tab entity. Some users will have ***read-only*** *access to dialogs (this is particularly true for Account > Users).*

The fields affecting the TIMESHEETS module in Account tab entity dialogs are described below.

7.3.1. Account > Clients

- **Hourly rate ($/hr)**: You can set a specific hourly rate for a client in this field (located just above the "Active client" check box). TIMESHEETS utilizes the "Hourly rate" field only when you are turning timesheet hours into timebills in the Timesheets > [Name of timesheet] > Billable link dialog. Please note, however, that the "Hourly rate" will be applied to any timesheet hours --> timebills *only* if you have selected "**Client : Project**" in the "Get the hourly billing rate from" drop-down menu near the bottom of the MY ACCOUNt > Company > Settings dialog (see section 7.8. on page 7 - 12).

7.3.2. Account > Projects

- **Hourly rate ($/hr)**: You can specify an hourly rate to be applied to a particular project based on a user's rate. TIMESHEETS utilizes the "Hourly rate" field only when you are turning timesheet hours into timebills in the Timesheets > [Name of timesheet] > Billable link dialog.

Please note, however, that this rate will be applied to any timebills created from timesheet hours *only* if you have selected "**User/Project**" in the "Get billing rates from" drop-down in MY ACCOUNT > Company > Settings.)

To set a project rate by user, you must first create and save a new project, and then click on its name in the project list. (You can also click on the name of an existing project to apply the "User: Project" rate.) When the "Edit project" dialog appears, you will see two links just above the dialog, "Edit" and "User billing rates"; click on the "User billing rates" link. Choose one or more users assigned to the project from the drop-down menu in the "User billing rates" dialog. If you already have set rates for your users, they will appear by default in the rate fields; you can change the rate amount, if necessary. When you have made your entries, click on "Save."

Signers: If the Signers feature has been enabled in the MY ACCOUNT > Company > Settings dialog, the "New/edit user" dialog will give you the option of selecting up to three Signers whose sign-offs can be required before a particular project's associated expenses or hours can be approved. See section 7.1.5. on page 7 - 3 and section 7.8. on page 7 - 12 for more details. (Note: If the signers drop-down menus do not appear, the feature has not been enabled.)

Project-based approvals

If you have selected the option to "Enable project approvals for timesheets" and/or "Enable project approvals for expense reports" in the My Account > Company > Settings dialog box, you will have fields at the bottom of the "New/Edit Project" dialog box that allow you to select from a list a person or approval process that will be responsible for approving the timesheets/expense reports that are associated with this particular project.

7.3.3. Account > Users

- **Hourly rate ($/hr):** You can set each individual user's billing rate in this field; TIMESHEETS utilizes the "Hourly rate" field *only* when you are turning timesheet hours into timebills in the Timesheets > [Name of timesheet] > Billable link dialog. please note, however, that this rate will be applied to that user's timesheet hours --> timebills *only* if you have selected "User" or "User/ Project" in the "Get the hourly billing rate from" drop-down menu near the bottom of the MY ACCOUNT > Company > Settings dialog.
- **Timesheets are approved by:** Designate any active user (at any access level, at any time) as an approver of any other user's timesheets. Note: If you want in essence to by-pass the approvals process, select the same users to be their own approvers.
- **Week starts on:** You can choose which day of the week a user's timesheets entries will start on (the default weekday is Monday). Note: The starting weekday you choose in this field will also be applied to your INVOICES Hourly Grid. Also, be sure to simplify your bookkeeping by having all users' timesheets start on the same weekday.

7.3.4. Account > Roles

Users who have create/modify/delete access rights to the Account > Roles dialog can create roles with specific TIMESHEETS rights, and then

assign one or more users to that role as needed. Current TIMESHEETS role rights and permissions:

- **View time types**: Allows users to have access to the Account > Time types link, and to have read-only access to specific time types dialog information.
- **View and modify time types**: Allows users to have access to the Account > Time types link, and to create, modify, and delete time types.
- **View timesheet alerts**: Allows users to have access to the TIMESHEETS > Alerts tab, and to have read-only access to specific alerts dialog information.
- **View and modify timesheet alerts**: Allows users to have access to the TIMESHEETS > Alerts tab, and to create, modify, and delete alerts.
- **View Ceridian payroll integration setup**: Allows users to have access to the TIMESHEETS > Payroll tab, and to run a payroll if the user's company has an account with Ceridian Powerpay.com.
- **View all timesheets**: Allows users to have read-only access to all account timesheets.
- **Create timebills from approved timesheets**: Allows users to have access to the TIMESHEETS > Timesheets > [Name of timesheet] > Billable link, and to create timebills from approved timesheets appearing as options in the Billable link field. (Note: Some users with access to the Billable link may not have access to all users' approved timesheets.)
- **Modify timesheet report layout**: Allows users to have access to the TIMESHEETS > Options tab, and to modify timesheet layout parameters.
- **View reports**: Allows users to have access to the TIMESHEETS > Reports tab, and to run reports based on the data of all timesheets to which they have access.

7.3.5. Account > Approval processes

This feature allows you to set up multi-level timesheet approvals, and to define and set rules for automatic timesheet approvals.

To create a new approval process: Click on the Account tab, and then select "Approval process" from the "Create..." drop-down menu. Name the approval process in the "New approval process" dialog. Use the dialog "Sequence number" drop-downs to set the order in which an item will be sent to an approver. Select the approver(s) from the "Approver name" drop-downs. (Note: If you assign multiple users the same sequence number, they will be able to perform approvals at the same time.)

If desired, click on the "Create" button in the "Auto-approve rules" column. This will call up the "Auto-approve rules" dialog. If desired, you can choose specific criteria that will allow a timesheet to be automatically approved. (For example, you can allow a timesheet that has "fewer than or equal to" 40 hours to be automatically approved. Any timesheet that has more than 40 hours would need the approver's okay.) If needed, you can set specific auto-approve rules for each approver you select for an approval process.

If you create an auto-approve rule, click on "OK" in the "Auto-approve rules" dialog. This will return you to the "New approval process" dialog. Once you have set all your process criteria, click on "Save."

To modify an existing Approval process: Click on the Account tab, then on the "Approval processes" link, and then on the name of the approval process you want to change. Make your changes in the "Edit approval process" and/or "Auto-approve rules" dialog(s), and click on "Save."

To delete an Approval process: Click on the Account tab, then on the "Approval processes" link, and then on the name of the relevant approval process. Click on "Delete" in the "Edit approval process" dialog. (Note: You cannot delete an approval process that has been assigned to one or more users. You need to assign a different approval process to those users first.)

7.3.6. Account > Services

- **Hourly rate ($/hr)**: You can specify an hourly rate for a particular service performed. TIMESHEETS utilizes the "Hourly rate" field only when you are turning timesheet hours into timebills in the Timesheets > [Name of timesheet] > Billable link dialog. Please note, however,

that this rate will be applied to any timesheet hours being turned into timebills *only* if you have selected "Service" or "Client/Service" in the "Get the hourly billing rate from" drop-down menu in the MY ACCOUNT > Company > Settings dialog.

7.3.7. Account > Time types

Time types is unique to the TIMESHEETS module, and allows you to categorize different kinds of work time such as "regular time," "overtime," "vacation," etc. (Please note that a Time type is different from a Service, in that any number of Services can be grouped under the heading of a Time type such as "Regular time" or "Overtime"; in other words, a Time type is a global category, and a Service is a specific activity that can belong to a Time type.) The Time types entity field is pre populated with the most common kinds of work time categories; these can be modified, and you can also create your own Time types as well.

To create a new Time type: Click on the Account tab, then click on the "Create..." drop-down menu and select "Time type." You must enter only a time type name to proceed to the next step. (Note: By default, a time type is marked as "Active" until you uncheck the "Active time type" box.) You can enter specific information about the time type in the (optional) Notes field. Click on "Save" or "Save & create another time type."

To change information about an existing Time type: Click on Account > Time types > [name of Time type]. Make your changes to the "Edit—[Name of time type]" dialog, and then click on "Save." (Note: Use the "Edit—[Name of Time type]" dialog to make changes to a pre-set Time type.)

To delete a Time type: Click on Account > Time types > [Name of time type]," then click on the "Delete" button at the bottom of the "Edit—[Name of time type]" dialog. (Please note: You cannot delete a time type with active [unpaid] charges.)

7.4. Payroll Tab

Generating your company payroll--from gathering data to cutting checks or depositing money directly into your employees' bank accounts--is available on-line!

You can decide to integrate with either Ceridian Powerpay or Paychex. To make your payroll selection, go to the My Account > Company > Settings page.

7.4.1. Ceridian Powerpay

OpenAir.com provides this *optional* payroll service to our users by linking Timesheets to the Ceridian PowerPay application. Users import and export data between the two services, thereby avoiding the need to re-key data. The *link* from OpenAir.com to PowerPay is free; the only fee is the cost of the PowerPay account itself.

*Note: Prices for Powerpay accounts and services are located on the Powerpay Web site (www.powerpay.com). This service is **not** available to international users.*

Note: If possible, open two browser windows—one for OpenAir.com, and the other for Powerpay.com—in order to eliminate the need to log in to either service more than once during the procedure.

Payroll > About

The "About" tab provides a description of the interaction between TIMESHEETS and the Powerpay on-line payroll system. Using these two services together requires (1) signing up for a Powerpay account, (2) downloading a file with employee and company data from Powerpay and uploading the same information into OpenAir.com, and (3) downloading time and payroll information from OpenAir.com and uploading that information file into Powerpay.

Payroll > Setup/Maintenance

1. Log in to your OpenAir.com account, and go to the TIMESHEETS > Payroll > Setup/ Maintenance tab. When you click on this sub-tab, you are presented with two choices: "Import company data from Powerpay," and "Import user (i.e., employee) data from Powerpay."

2. Log in to your Powerpay account; go to the "Employees" tab, and click on the "Get PDM Information" link. Save this information file on your computer; the default file name will be the date on which you are downloading this information, plus "PDM," followed by a .ppy tag, e.g, "07-24-2000PDM.ppy."
3. Click on the "Import company data from Powerpay" link in the Payroll > SetUp/ Maintenance sub-tab. Enter the path and name of the PDM file in the "Import company data" dialog, either by typing it in directly, or by using the "Browse" button provided, and then click on "Import." If successful, the "Map Time types" dialog will appear. This dialog allows you to coordinate the OpenAir.com Time types that you use with the payroll code categories found in the Powerpay application. Map your Time types with the Powerpay codes, and click on "Save." (If you have previously mapped your time types, click on "Save" when the "Map Time types" dialog appears, or just skip steps 2 and 3.)
4. Go to the "Employees" tab in your Powerpay account, and click on the "Get Employee Setup Information" link. Save this information file on your computer; the default file name will be the date on which you are downloading this information, plus "Emp," followed by a .ppy tag, e.g., "07-24-2000Emp.ppy."
5. Click on the "Import user data from Powerpay" link in the Payroll > SetUp/ Maintenance sub-tab. Enter the path and name of the Emp file in the "Import user data" dialog either by typing it in directly, or by using the "Browse" button provided, and then click on "Import." If successful, the "Map users" dialog will appear. This dialog allows you to coordinate the users listed in your Powerpay account with those listed in your OpenAir.com account; moreover, you can add any Powerpay users to your OpenAir.com account in the "Map users" dialog. Map your Powerpay and OpenAir.com users, and click on "Save." (If you have previously mapped your users, click on "Save" when the "Map users" dialog appears, or just skip steps 4 and 5.)

Payroll > Run payroll

Here are the steps to follow to process your payroll:

1. In your Powerpay account, click on the "Payroll" tab, and then click on "Create a new payroll based on employee setups." You will need the following information from the "Entering or Changing Payroll Controls" window: (a) the Sequence number; (b) the Run number; (c) the Period End date; and (d) the Check Date.
2. In your OpenAir.com account, go to TIMESHEETS > Payroll > Run Payroll, and enter the information from step one (a–d) above into the corresponding fields of the "Run payroll" dialog. (Note: Select a "Period start" date from your company's timesheet start dates in OpenAir.com.) Then click on "Run."
3. If successful, OpenAir.com will generate a "Payroll report" and provide you with a "Click here" link to download the file so you can export it to Powerpay. The default name of the download file generated will be "powerpay.csv."
4. Upload YOUR TIMESHEETS data file (i.e., "powerpay.csv") into Powerpay by going to the Powerpay > Payroll "Entering or Changing Payroll Controls" window and clicking on "Upload Time Clock Data." Powerpay will prompt you for the path and file name, which you can enter either by typing it in directly, or by using the "Browse" button provided; then click on "Import Time Clock Data." If you are successful, you will see the message that your data was imported.
5. Powerpay then processes your payroll appropriately (according to the terms of your agreement with Powerpay.com).

7.4.2. Paychex

OpenAir.com provides this *optional* service to our users by linking Timesheets to the Paychex application. Users export timesheet information to a .csv file that can be imported into their Paychex

account. The *link* from OpenAir.com to Paychex is free; the only fee is the cost of the Paychex account itself.

Payroll > About

Openair.com provides the ability to generate a payroll file for import into the Paychex Preview's generic time clock interface program.

To use the Paychex payroll integration feature, you need to select "Paychex" from the "Payroll integration" drop-down list box in the "Optional Features" section of the My Account > Company > Settings page.

Payroll > Run Payroll

*Note: Only *approved* timesheets can be used in running a payroll. To process your payroll:*

1. In your OpenAir.com account, you need to create a custom field to store the Paychex employee numbers of your users.
   - Go to the My Account > Company > Custom Fields page.
   - Select "Text field" from the "Create..." drop-down list box.
   - In the "New text custom field" dialog box, enter "paychex_emp_no" as the field name.
   - Enter "Paychex employee number" as the description.
   - Select "User" from the "Association" drop-down list box.
   - Set the Max data length to "6."
   - Click on "Save."
2. Make sure you add edit your user records so that those for which you are exporting payroll information have a Paychex employee number.
3. Go to Timesheets > Payroll > Run Payroll.
4. Select a "Period start" date and "Period end" date from which to export timesheet data.
5. Click on "Run."
6. If successful, OpenAir.com will generate a comma-delimited text file (.csv) file and will provide you with a "Click here" link to download the file so you can import it into Paychex. The default name of the download file generated will be "paychex.csv."

7.5. Alerts Tab

The Alerts tab is unique to the TIMESHEETS service module. When you click on the Alerts tab, you'll see either a list of existing alerts, or a line informing you that no alerts were found.

*Note: Some users will see the Alerts tab and the Alerts tab listing, and by clicking on the name of a listed alert, will have **read-only** access to an alert dialog. Users must be specifically empowered to create, modify, or delete alerts.*

7.5.1. Alerts > [Late timesheet]

To send out automatic reminders via email to users to turn in their timesheets, select "Late timesheet alert" from the "Create..." drop-down menu while in the Alerts tab. The "Late time sheet alert" dialog requires that you select a name for the alert; optional drop-down menus allow you to select the date and time that an alert will get sent out, and allows you to create a rule about how many days a timesheet is late before the alert is sent. By default, all users are sent alerts.

7.5.2. Alerts > [Overdue approval]

To remind timesheet approvers via email that there are submitted timesheets requiring their approval, select "Overdue approval alert" from the "Create..." drop-down menu while in the Alerts tab. The "Overdue approval alert" dialog requires that you select a name for the alert; optional drop-down menus allow you to select the date and time that an alert will get sent out, and allows you to create a rule about how many days an approval is late before the alert is sent.

Note: There are default settings in each of the drop-down menus for both kinds of alerts. Also note that the time setting is based on U.S. Eastern Time; a future release will allow you to set your alert time to correspond with your local time zone.

To modify either type of alert: Click on the Alerts tab, and then on the name of the alert you want to change. Make your changes to any of the fields in the alert dialog, and then click "Save."

To delete either type of alert: Click on the Alerts tab, and then on the name of the alert you want to delete. A "Delete" button will appear adjacent to the "Save" button at the bottom of the dialog; click on "Delete."

7.6. Reports Tab

Note: You must have access privileges for the Reports tab in order to run reports.

You can run the following TIMESHEETS **summary reports**: Users, Departments, Expenses, Clients, Projects, Vendors, Vehicles, and Company.

You can run the following TIMESHEETS **detail reports**: Receipts, Envelopes, Users, Departments, Clients, Projects, Expenses, and Vehicles.

You can run the following TIMESHEETS **advanced reports**: Missing timesheets, Timesheet status.

7.6.1. Timesheets Advanced Reports

Missing Timesheet Report: The Missing timesheet report will show all the active users who have not submitted a timesheet that includes the entered date.

To run a Missing timesheet report:

1. Click on the Reports tab.
2. Click on the “Advanced” sub-tab.
3. Click on the “Missing timesheet report” link under the “Timesheets” heading.
4. Enter a date that falls within the desired timesheet period, and set any desired user or department filter parameters in the “Missing timesheets” dialog.
5. Click on the “Run the report” button.
6. Your report will appear as a spreadsheet.

Timesheet Status Report: The Timesheet status report will show the status ('X' missing, 'O' Open, 'S' Submitted, 'A' Approved, or 'R' Rejected) of your users' timesheets for each timesheet period contained within the dates you specify in the report. The timesheet period is determined by the “Timesheet duration” field in the My Account > Company > Settings form.

To run a Timesheet status report:

1. Click on the Reports tab.
2. Click on the “Advanced” sub-tab.
3. Click on the “Timesheet status report” link under the “Timesheets” heading.
4. Enter a date that falls within the desired timesheet period, and set any desired user or department filter parameters in the “Timesheet status” dialog box.
5. Click on the “Run the report” button.
6. Your report will appear as a spreadsheet.

Note: When you run a report, you have the option to save it so you can run the same report over again. When you are setting up a report, check the “Save this report as...” check box, and enter a name for the report. The next time you want to run the report, go to the “Saved reports” tab, and click on the “run” icon for that report. You can also edit and delete saved reports. For more information on saved reports, see Reports > Saved Reports.

7.7. Options Tab

Note: You must have access privileges for the Options tab in order to change its settings.

The “Timesheet report layout” dialog contains settings that allow you to customize the appearance and content of the timesheet reports you generate.

You can customize the appearance of your Timesheet reports by specifying the date format and the number and order of column headings, and by adding text to the bottom of your Timesheet reports.

You can change your Timesheet report layout at any time; changes will be applied globally thereafter to every new Timesheet report created by any of your account users.

Layout columns available for timesheet reports include: Date, Time Type, Description, Notes, Hours, % of Total, Client, Project, Service, and Task.

To change the layout of your Timesheet reports:

1. Click on the “Options” tab. This will open the “Timesheet report layout” dialog box.
2. Make your changes by choosing from the selections in the drop-down menus for the “Date format,” “Grid style,” and “Show these columns...” fields. If desired, enter in the “Additional text or HTML to print...” field any text that you want to appear at the end of each Timesheet.
3. Click on the “Save” button.

7.8. Company > Settings

Note: You must have access privileges for the My Account > Company tab in order to change these settings.

The following Company > Settings fields specifically pertain to or affect the TIMESHEETS module:

- **Optional Features:** Only show clients with projects in the Client/Project drop-downs: Checking this box prevents users from assigning transactions simply to a client, and not to a specific associated project.
- **Time settings:** Shift bi-weekly time periods by one week: If you have selected "bi-weekly" as the timesheet duration period in the "Timesheet options" section of the My Account > Company > Settings dialog, the default timesheet start date will be based on the two-week period closest to the creation date. In other words, if you create a bi-weekly timesheet on 25 September, the date span will go from 25 September to 8 October. Furthermore, in the new timesheet's start date drop-down menu, you will be able to select *only* bi-weekly intervals based on the 25 September creation date (e.g., Aug. 28, Sept. 11, etc.). But if the time period you want your timesheets to cover starts on the "wrong" week, you will have to shift the bi-weekly start period by one week, thereby making those dates (e.g., Sept. 4, Sept. 18, etc.) available in the drop-down menu.

Note: The bi-weekly shift check box will also affect the INVOICES > Timebills > Hourly grid feature if you select "bi-weekly" as your Hourly grid duration period.

- **Approvals options:** Set up approval processes for TIMESHEETS on a per-project basis by checking the "Enable project approvals for timesheets" box.
- **Regional settings:** Allows you to choose your date and number formats.
- **Signers options:** Enable the Signers option, which will permit you to designate up to three individuals (who are not required to be OpenAir users) who should sign off on a user's timesheets charged to a specific project before the user's timesheet is submitted for approval.

You can make the Signers option a requirement by checking the "All sign offs must be complete before a Timesheet or Expense Report can be submitted" box.

- **TIMESHEETS options:**
  - *Duration of timesheets:* Sets the time interval for company timesheets; choices are weekly, bi-weekly, semi-monthly, and monthly.
  - *Location of the "Save" button on the grid:* You can choose to have a timesheet's "Save" button appear on the right (default), center, or left bottom of your timesheet grid.
  - *Allow an approver to edit a submitted timesheet* permits approvers to change the submitted timesheets for the users over which they have oversight; > S*how/hide Time type, Client/Project, Task, and/or Service drop-downs on the main [timesheet] grid:* The "Time type" is shown on the main grid by default. The other drop-downs will show up in the Description pop-up window (access by clicking on a date cell's blue dot), only if these entities are populated in the Account tab. You can use the check boxes to move any of the drop-downs to the main grid or to the pop-up window.
  - *Require a time type, client/project, service, task:* Checking the boxes adjacent to these entries means that users must make selections from the corresponding drop-downs in order to successfully save and submit their time.
  - *Approvers can edit submitted timesheets:* Permits approvers to change the submitted timesheets for the users for whom they have oversight.
  - *Automatically bill time assigned to a client when a timesheet is approved:* Converts time entries into timebills upon timesheet approval for easy billing.
  - *Hide the description field:* Hides the "Description" field in the time entry "Additional Information" pop-up dialog box.
  - *Wrap the daily cells to another row:* Wraps time sheet entry cells on new line, so that they appear below the time type, etc. fields to which they are associated.

- *Enable the "Hours remaining" on tasks estimating feature:* Enables the feature that allows users to estimate the time they have remaining on tasks directly from their timesheets.
- *Require "Hours remaining" estimates for all tasks:* Requires that users enter estimates for hours remaining on tasks they have been working on (they will not be able to submit their timesheets without entering these estimates).

7.9. Frequently Asked Questions about TIMESHEETS

How do I add more information to my time entries in a timesheet?

If you wish to store additional notes for a time entry:

1. Open the Timesheet in the "Enter Time" view.
2. Click on the "dot" next to the time entry text box.
3. Add a description of the time entry and any additional notes you wish to save.
4. (Note: If the "Service" and "Client:Project" drop-downs are not visible on the main grid, you can select a Service and Client:Project from this pop-up form.)
5. Click "OK" to close the pop-up form.
6. Click "Save" to save the changes to your Timesheet.

How do I delete a timesheet?

If you are the approver of your own timesheets, you can simply:

1. Click on the "Timesheets" tab, and then on "Open timesheets" (or "All timesheets"). (If the Timesheet does not appear in Open Timesheets, check under Approved. If the timesheet has been approved, you will have to unapprove it before deleting. To unapprove, open the timesheet, click Submit/ Approve and click the link which says "Click here to unapprove the timesheet".)
2. Click on the name of the timesheet you want to delete.
3. Click on the "Delete" button.

Note: If the delete button does not appear next to the "Save" button at the bottom of the timesheet grid, this means that hours in this timesheet have already been charged to a client, and thus the timesheet cannot be deleted. You can still change description and note entries, and hours for date cells that have not yet been charged to a client. See also Edit Timesheet for other kinds of changes you can make.

Note: If you are not the approver of the timesheets, you need to have the administrator of your OpenAir account unapprove the timesheet. Once it has been unapproved, you as the user can then delete it per above.

How can I delete an approved timesheet?

To delete an approved timesheet:

1. Log in to your OpenAir account and click on the Timesheets module link at the top of the page.
2. Click on the Timesheets tab and on the Approved sub-tab.
3. Click on the timesheet you want to delete.
4. Click the Submit/Approve link.
5. Click the link which says "click here to unapprove the timesheet."
6. DO NOT click the Approve button. Instead, click the Edit Timesheet link.
7. Click Delete and OK when asked if you are sure.

How can I create an invoice from my timesheets?

To use Timesheets data to create timebills:

1. Click on the "Timesheets" tab, and then click on the "Approved timesheets" or "All Timesheets" tab.
2. Click on the name of an approved timesheet. (This will take you to the Timesheet report.)
3. Click on the "Billable" tab. (This will take you to the "Billed time report" form.)
4. Select the relevant client and/or project from the drop-down menu on the right side of the Billed time report.
5. Check the boxes to select the "Time entry" items you wish to charge to the client or project you selected in step 4.

Note: You can check or un-check all of the items by clicking on the "Check all" or "Un-check all" buttons in the upper right-hand corner of the Billed time report dialog.

6. Enter the relevant billing information (hourly rate, and markup if appropriate).
7. Click on "Create the timebills."
8. You will see the message that a timebill has been successfully created, and you can choose to click on a link to view a Billed Time Report.
9. Once you have created your timebills, you can create an invoice.

How do I add the "Service," "Client:Project," and "Task" drop-down menus to the main timesheet grid?

Note: Only an account administrator can enable these options.

To add the "Services" and "Client:Project" drop-down menus to the main grid:

1. Go to My Account > Company > Settings.
2. Under "Timesheet options," select the "Show the Client/Project drop down on the main grid" or the "Show the Client/Project and the Task drop downs on the main grid" and the "Show the Service drop down on the main grid" options.
3. Click the "Save" button.

Note: You cannot show the Task drop-down list box without also showing the Client/Project drop-down list box.

Note: You can make any of these drop-down fields required by checking the corresponding "Require a [...]" box in the "Timesheet options" section.