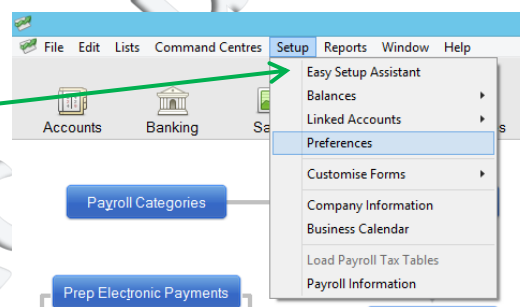


## Using Timesheets in MYOB

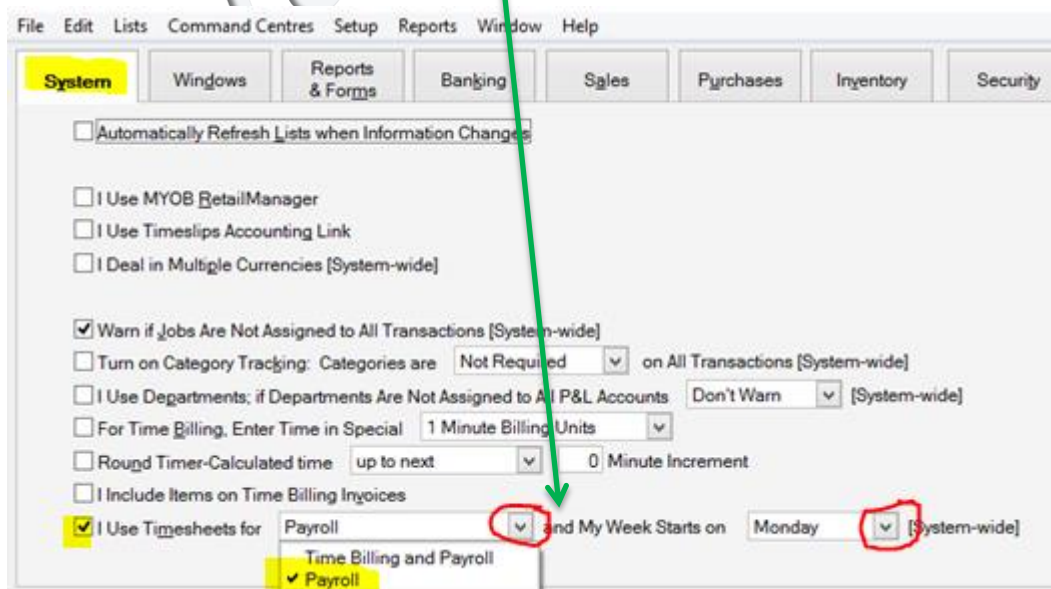
Timesheets is a function in MYOB that can help track time employees are spending different activities each day and also to allocate that labour cost if you are using Jobs.

### First Turn on Timesheets

1. Turn on Timesheets function under the **Setup** menu, and then select **Preferences**. The Preference to use Timesheets is user the System tab.



2. Click the checkbox next to **I Use Timesheets** and then Click the drop down arrow and select Payroll. Click the drop down arrow at **My Week Starts on** and choose which day of the week is the first day of your payroll starts on.

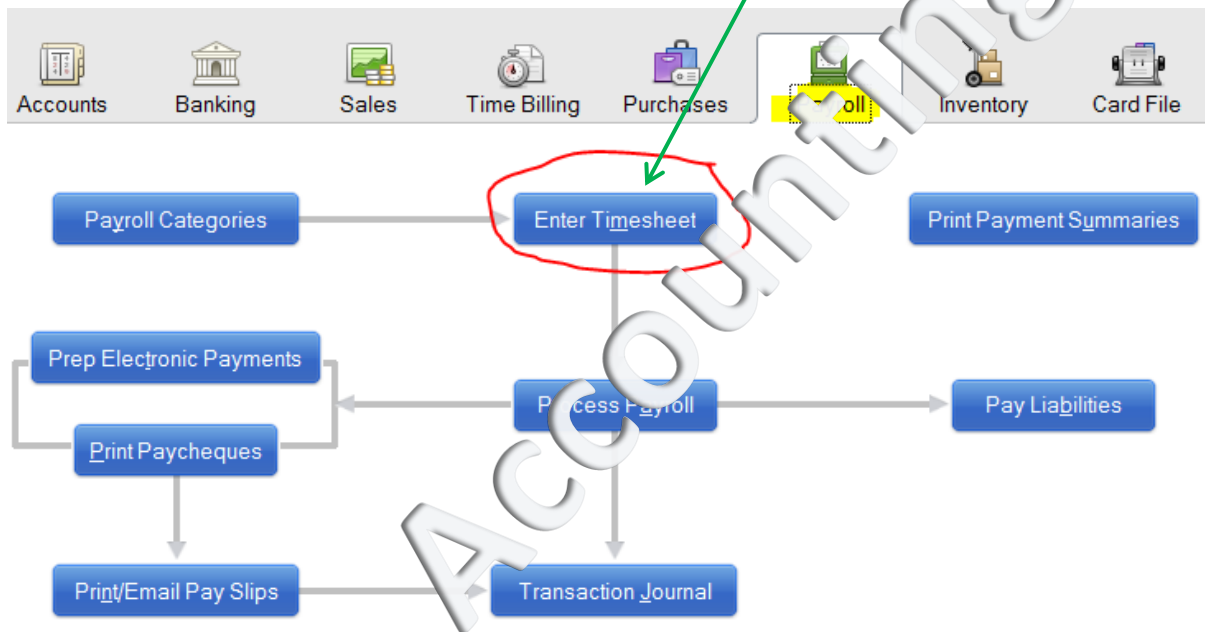


3. Click the **Ok** button to save the changes to your preferences

## Enter Hours Worked Using Timesheets

When it is time for your next payroll you should use Timesheets to record the hours your hourly paid employees have worked.

In the **Payroll** command centre click the button **Enter Timesheet**



For each employee you need to pay for the week complete a timesheet for them. You can split out their day across as many Payroll Categories and Jobs as you need, Just make sure that the total hours for each day add up to the amount of hours that employee is entitled to be paid for.

Job numbers are optional – if you don't use them in your business then that column can be left blank

Payroll Category	Job	Notes	M 16	T 17	W 18	T 19	F 20	S 21	S 22	Total Hours
Productive	0000		2.00	3.00	4.00					9.00
SFE Labour	0000		5.00	2.00	1.50			0.00		8.50
Unproductive	0000		0.50	2.50	2.00					5.00
<b>Total Hours:</b>			7.50	7.50	7.50					22.50

Click the **Ok** button when you have entered in the relevant details for that employee.

## Process Payroll Including employee timesheets

When you Process your Payroll will you now see the Timesheets you have entered listed for that pay period

Make sure you have a checkmark next to all the timesheets you need to process through for payment for this pay run. You can edit a timesheet by click the Arrow

**Pay Period**

Process all employees paid: Weekly


Process individual employee:

Payment Date: 26/04/2018

Pay leave in advance:

Pay period start: 20/04/2018 Pay period end: 26/04/2018

**Deselect timesheets to remove from payroll calculation**

<input checked="" type="checkbox"/>	Date	Employee	Pay Basis	Weekly Hrs	Timesheet Hrs
<input checked="" type="checkbox"/> 	23/04/2018	Jones, Mary	Salary	0.00	15.50

Once you r happy that you have all the timesheets & the total hours are correct, click **Next** button to process your payroll as per usual.

*Cheers,*

*Kerry Casanova, CPA*

