








Operation/Task:	Accounting			Equipment:	N/A
Owner:	Accounts Receivable Manager	Date Prepared:	6/12/15	Department Responsibilities:	
		Revision History:	See last page		

ALERTS (see below): Critical Step  Quality Check  Tip  Team Safety 

**Purpose:** This SOP/work instruction documents procedures for timesheets.

Step #	Alerts	Step Description - "What to Do"	"How to Do it"	"Why to Do it"
1		Daily timesheets for hourly employees are turned into the Department Manager or Supervisor for approval and are collected by the Accounting Assistant.		To ensure ENPOINTE and Temp Agency employees are paid correctly and the activity logged to jobs is accurate.
2		<b>Sorting Timesheets</b>	<ul style="list-style-type: none"> <li>Timesheets are sorted by department as well as employee number.</li> <li>A payroll summary report is printed using the corresponding date range. <ul style="list-style-type: none"> <li>Timesheets are compared to this report.</li> </ul> </li> </ul>	
3		<b>Verify Correct Hours for each employee logged into the ERP system. This includes hourly ENPOINTE employees as well as Temporary Agency employees having a ERP employee number.</b>	<ul style="list-style-type: none"> <li>Each employee is checked off against the payroll summary report to ensure that all timesheets have been turned in and that the time is correct.</li> <li>If an employee timesheet requires editing, the change(s) are made in the ERP system.</li> <li>If there are change(s) in the employee's payroll hours it is noted on the payroll summary and corrected in the ERP timesheet edit module and a new timesheet is printed.</li> <li>Questions about an employee's timesheet are brought to the Department Manager or Supervisor.</li> </ul>	
4		<b>Temporary Employees Entered into the ERP system</b>	<ul style="list-style-type: none"> <li>The hours are entered into an Access Database according to agency for payroll purposes to supply to the agency.</li> </ul>	

5		<b>Temporary Employees Not Entered into the ERP system</b>	<ul style="list-style-type: none"> <li>The hours are entered into an Access Database according to agency for payroll purposes to supply to the agency.</li> <li>Accounting Assistant downloads DG Export to Access temp time to the ERP system which puts costs for the labor on the jobs.</li> </ul>	
6		<b>Both Temporary Employees Entered into the ERP system and Temporary Employees Not Entered into the ERP system</b>	<ul style="list-style-type: none"> <li>A daily report is printed from Crystal Reports for each agency; total hours by each employee.</li> </ul>	
7		<b>Weekly Agency Report</b>	<ul style="list-style-type: none"> <li>Every Monday, a weekly agency report for total hours by employee is printed and given to Accounts Payable and PDF is emailed to the Agency.</li> </ul>	
8		<b>EPR System Unavailable - Entering timesheets for ENPOINTE employees as well as Temporary Agency employees having a ERP employee number</b>	<ul style="list-style-type: none"> <li>ENPOINTE employees note their time manually on a Daily Time Sheet. Temporary employees enter their time manually on the Temporary Individual Dairy Time Sheet. The hours are corrected in the ERP payroll system and updated on the payroll summary report and a corrected timesheet is printed. Times and activity are updated in the ERP timesheet edit module.</li> </ul>	
9		<b>Notification</b>	<ul style="list-style-type: none"> <li>Once the above processes are complete Accounts Receivable and Department Managers are notified through email that timesheets are complete.</li> <li>Payroll Administrator is notified through email on Monday after hours are verified.</li> </ul>	

**Notes:**

**Definitions:**

Revision History	Description of Changes	Requested by	Date
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Rev 1	Revised SOP to new format	Jan Hemmelgarn	6/12/15
Rev 2	Added Revision History table	Jan Hemmelgarn	8/1/16
Rev 3	Updated gray header bar, changed owner to Accounts Receivable Manager, changed GLS references to ENPOINTE	Cristi Oakvik	3/9/21