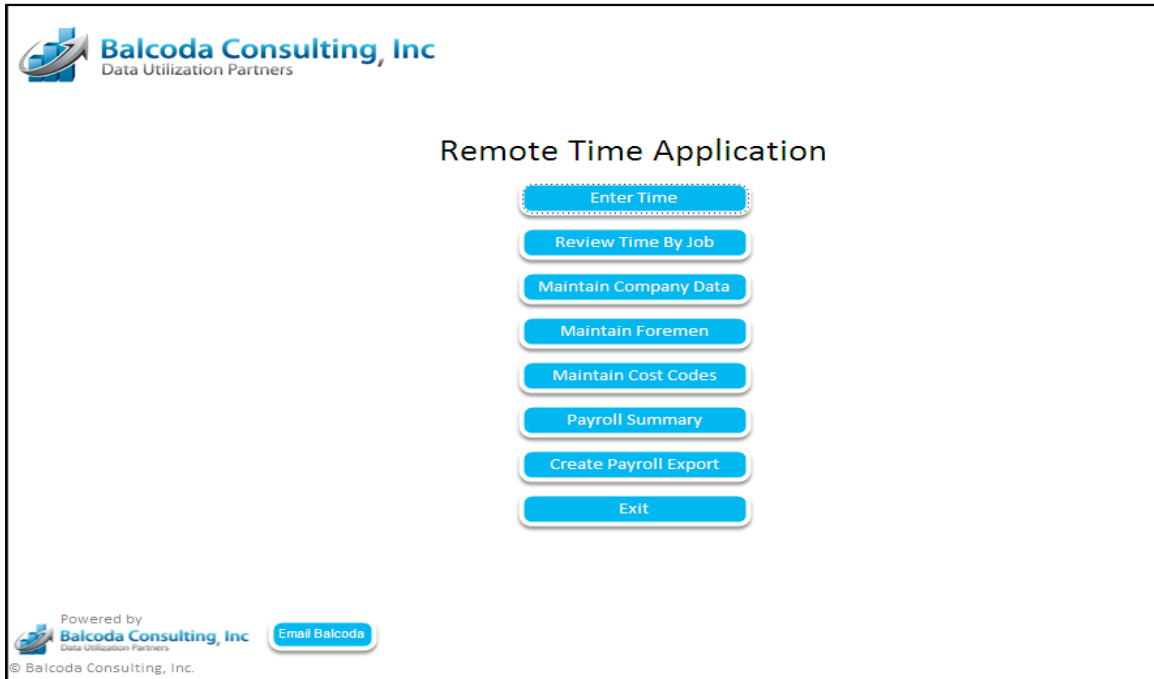


# Remote Time Entry & Payroll Automation

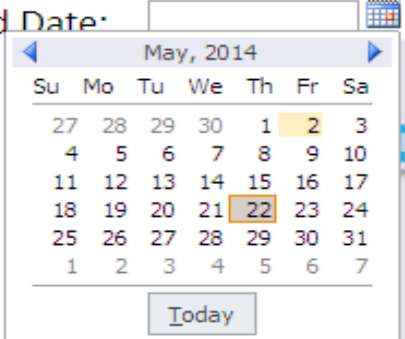
This application was built using an ODBC link to Sage 300 CRE in order to use job and employee data already existing in the source system.



The screenshot displays the 'Remote Time Application' interface. At the top left is the logo for Balcoda Consulting, Inc., with the tagline 'Data Utilization Partners'. The main heading is 'Remote Time Application'. Below this heading is a vertical stack of eight blue buttons with white text: 'Enter Time', 'Review Time By Job', 'Maintain Company Data', 'Maintain Foremen', 'Maintain Cost Codes', 'Payroll Summary', 'Create Payroll Export', and 'Exit'. At the bottom left, it says 'Powered by Balcoda Consulting, Inc. Data Utilization Partners' and includes a small 'Email Balcoda' button. The copyright notice '© Balcoda Consulting, Inc.' is located at the bottom left corner.

Foremen or administrators are able to log time submitted by staff members for a given pay period:

Select Foreman:

Week End Date:   
  
The calendar shows dates from 27 to 31. The date 22 is highlighted in orange. A blue button labeled "lose" is visible to the right of the calendar.

Data validation rules were created to ensure data integrity:

Select Foreman:

Week End Date:

**Invalid Selection**

Please Select a Valid Week Ending Date.  
Week Ending Date Must be a Sunday

OK

Time entry is streamlined by using drop down boxes for selecting data already in Sage 300 CRE. Logic included in the application presents only Cost Codes assigned to the previously entered Job.

Previously entered time can also be reviewed by job:

Foreman	Work Date	Employee	Cost Code	Start Time	End Time	Hours	Description	Notes
Black; Donald M	8/19/2013	Jones; Robert E	1-580			8		
Black; Donald M	8/20/2013	Jones; Robert E	1-580			8.5		
Black; Donald M	8/21/2013	Jones; Robert E	1-580			8		
Black; Donald M	8/22/2013	Jones; Robert E	1-580			9		
Black; Donald M	12/16/2013	Crocker; Mark W	1-580			8		
Black; Donald M	12/21/2013	Crocker; Mark W	1-065			1		

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The payroll department is able to review/update the time entries, add notes, and create a text file that can be automatically imported into the Payroll module of Sage 300 CRE for processing. The text file is created and saved to a pre-defined location with no user intervention required.

**Employee Total Hours/Dollars by Day and Type** Close

Week Ending: 8/25/2013

	Monday 8/19/2013	Tuesday 8/20/2013	Wednesday 8/21/2013	Thursday 8/22/2013	Friday 8/23/2013	Total	Do Not Pay	Revised Total
Jones; Robert E	8	8.5	8	9	8.5	42	0	42

[Refresh Totals](#)

Foreman	Work Date	Job	Cost Code	Hours	Description	Pay ID	Do Not Pay	Notes
<a href="#">Delete</a> Black; Donald M	8/19/2013	03-001	1-580	8.00		REG	<input type="checkbox"/>	
<a href="#">Delete</a> Black; Donald M	8/20/2013	03-001	1-580	8.50		REG	<input type="checkbox"/>	
<a href="#">Delete</a> Black; Donald M	8/21/2013	03-001	1-580	8.00		REG	<input type="checkbox"/>	
<a href="#">Delete</a> Black; Donald M	8/22/2013	03-001	1-580	9.00		REG	<input type="checkbox"/>	
<a href="#">Delete</a> Black; Donald M	8/23/2013	03-003	1-065	6.50		SICK	<input type="checkbox"/>	
<a href="#">Delete</a> Black; Donald M	8/23/2013	03-003	1-065	2.00		OT	<input type="checkbox"/>	changed from 4 to 2
* <a href="#">Delete</a>						REG	<input type="checkbox"/>	

Record: 1 of 6 | Search

Payable Hours					Dollars		
REG	VAC	SICK	HOL	OT	Regular	Overtime	Total
33.5	0	6.5	0	2	40	2	42
					960.00	72.00	1,032.00

Create Payroll Export

```

2013-08-25.txt - Notepad
File Edit Format View Help
"08/19/13", "101", "03-001", " ", "1-580", " ", " ", "REG", 8.00
"08/20/13", "101", "03-001", " ", "1-580", " ", " ", "REG", 8.50
"08/21/13", "101", "03-001", " ", "1-580", " ", " ", "REG", 8.00
"08/22/13", "101", "03-001", " ", "1-580", " ", " ", "REG", 9.00
"08/23/13", "101", "03-003", " ", "1-065", " ", " ", "SICK", 6.50
"08/19/13", "102", "03-003", " ", "2-580", " ", " ", "REG", 6.00
"08/20/13", "102", "03-015", " ", "1-510", " ", " ", "REG", 8.00
"08/23/13", "102", "03-015", " ", "1-510", " ", " ", "REG", 6.50
"08/23/13", "101", "03-003", " ", "1-065", " ", " ", "OT", 2.00
  
```