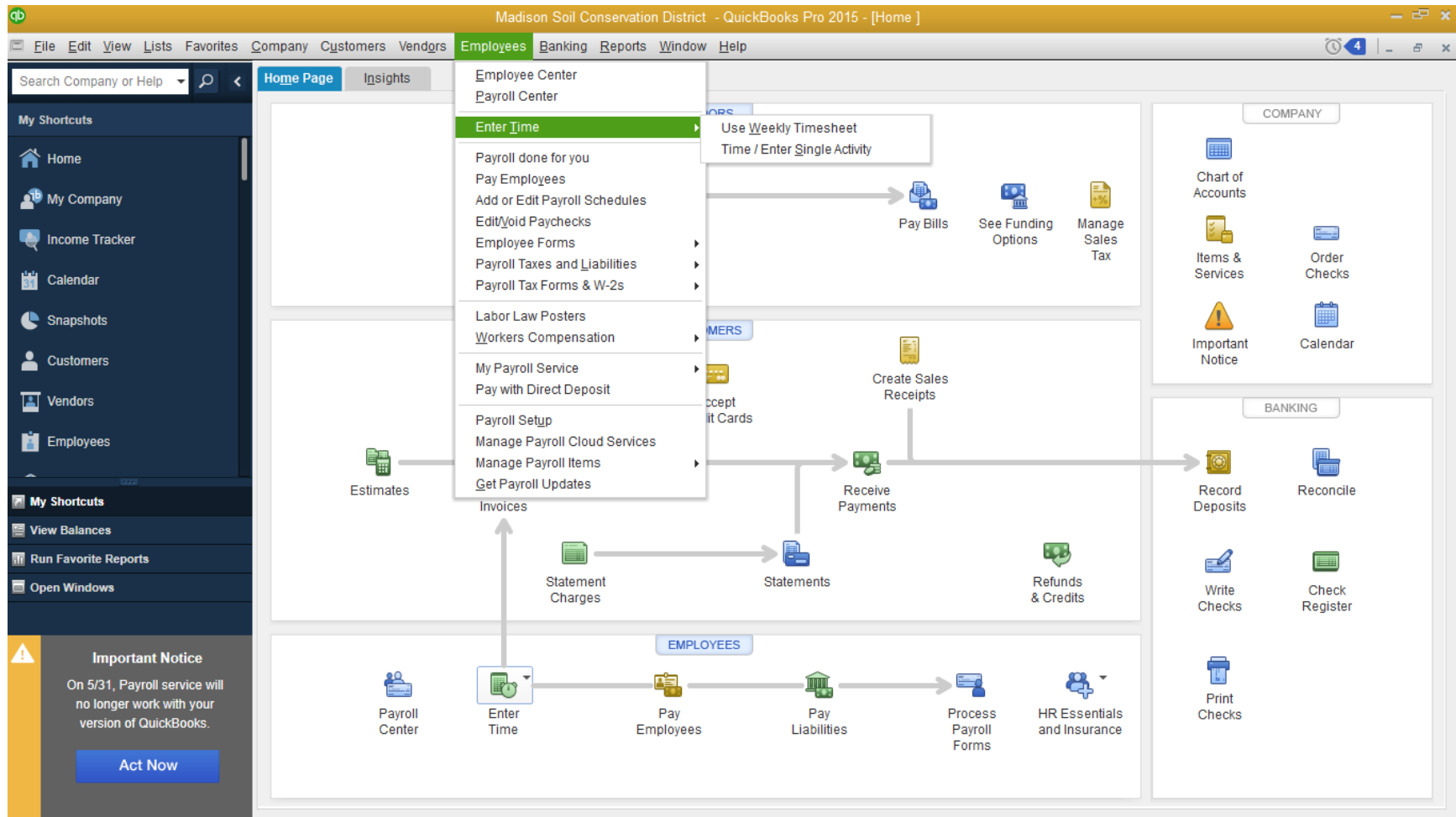


## Time Sheets



There are two ways to track an employees time. On the home screen you can just click the Enter Time button, or you can click the Employees button at the top and then select Enter Time.

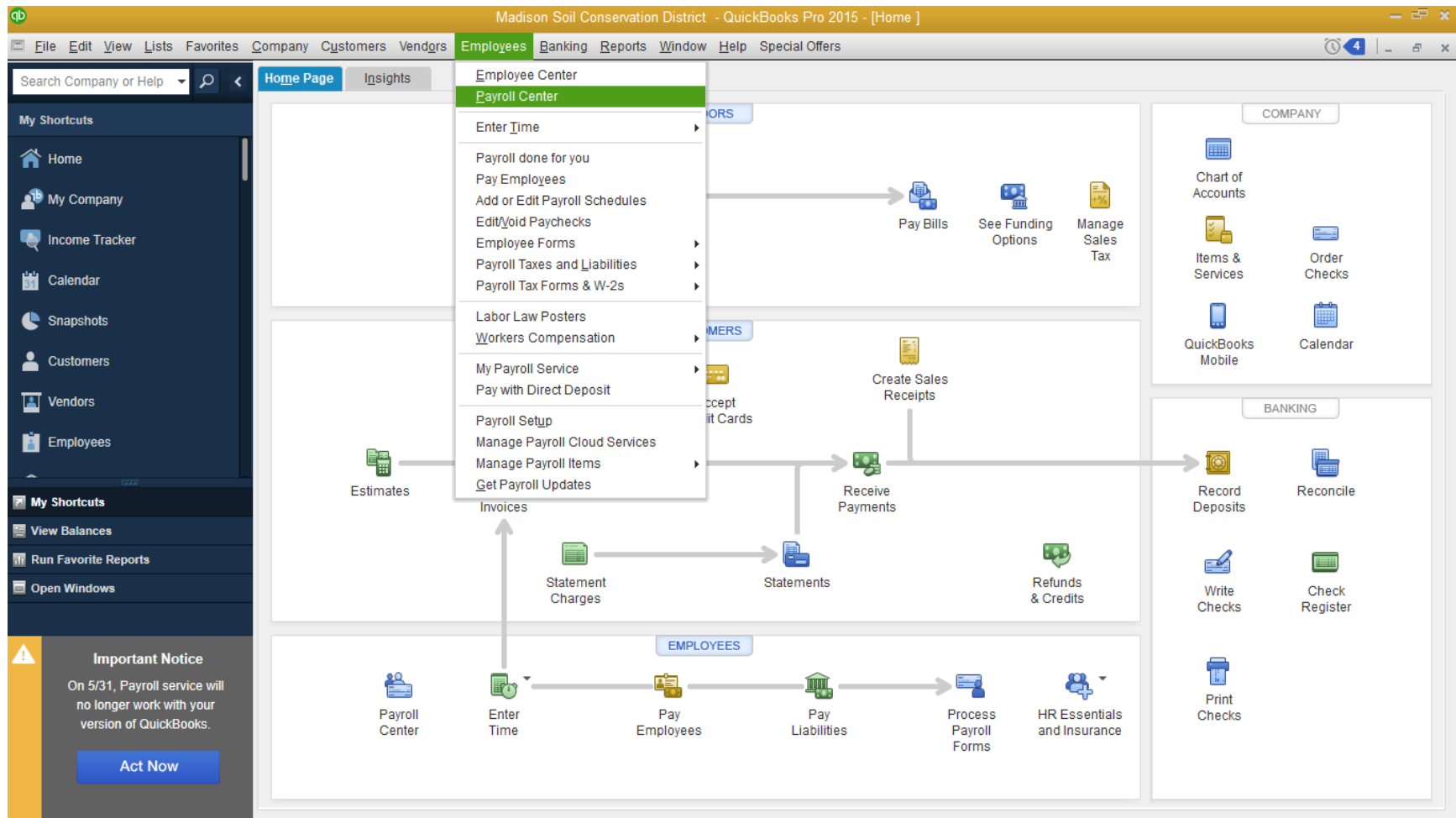
## Time Sheets

The screenshot shows the QuickBooks Pro 2015 Weekly Timesheet window. The title bar indicates the user is logged in as 'Madison Soil Conservation District'. The window title is 'QuickBooks Pro 2015 - [Weekly Timesheet]'. The menu bar includes File, Edit, View, Lists, Favorites, Company, Customers, Vendors, Employees, Banking, Reports, Window, and Help. The search bar contains 'Search Company or Help'. The left sidebar shows 'My Shortcuts' with options like Home, My Company, Income Tracker, Calendar, Snapshots, Customers, Vendors, and Employees. Below this are 'My Shortcuts', 'View Balances', 'Run Favorite Reports', and 'Open Windows'. An 'Important Notice' is displayed at the bottom left, stating that payroll service will no longer work with the current version of QuickBooks, with an 'Act Now' button. The main area is titled 'Timesheet' and shows the employee name 'Taylor, Robbie Don' and the week 'Mar 5 to Mar 11, 2018'. The grid has columns for days of the week (M, TU, W, TH, F, SA, SU) and a 'TOTAL' column. The 'PAYROLL ITEM' column is currently open, showing a dropdown menu with options: '< Add New >', Salary, Salary Sick, Salary Vacation, Comp Hourly, Double-time hourly, Federal Holidays, Hourly, Hourly Sick, Hourly Vacation, and Overtime (x1.5) hourly. The grid shows 8.00 hours for 'Hourly Sick' on Monday, 8.00 hours for 'Hourly' on Tuesday, Wednesday, Thursday, and Friday, and 0.00 hours for 'Hourly' on Saturday and Sunday. The total for the week is 40.00 hours. The 'BILLABLE?' column has a checked box for the 'Hourly' entry on Saturday. At the bottom, there are buttons for 'Copy Last Sheet', 'Save & Close', 'Save & New', and 'Revert'. A checkbox for 'Wrap text in Notes field' is also present.

CUSTOMER:JOB	SERVICE ITEM	PAYROLL ITEM	NOTES	M 5	TU 6	W 7	TH 8	F 9	SA 10	SU 11	TOTAL	BILLABLE?
		Hourly Sick		8:00							8:00	
		Hourly			8:00	8:00	8:00	8:00			32:00	
											0:00	<input checked="" type="checkbox"/>
Totals				8:00	8:00	8:00	8:00	8:00	0:00	0:00	40:00	

Once you are in the Timesheet window, you can select what time category is applicable. Make sure that your payroll items have been set up with the correct hourly wage.

# Time Sheets



To input and review hourly wage rates for hourly wages, hourly vacation, hourly sick, either click on the Payroll Center in the bottom left of the home screen or click the Employees button at the top.

## Time Sheets

The screenshot shows the QuickBooks Pro 2015 interface. The top navigation bar includes 'File', 'Edit', 'View', 'Lists', 'Favorites', 'Company', 'Customers', 'Vendors', 'Employees', 'Banking', 'Reports', 'Window', 'Help', and 'Special Offers'. The main window title is 'Madison Soil Conservation District - QuickBooks Pro 2015 - [Employee Center: Taylor, Robbie Don]'. The left sidebar contains 'My Shortcuts' with options like Home, My Company, Income Tracker, Calendar, Snapshots, Customers, Vendors, and Employees. An 'Important Notice' is displayed at the bottom left, stating that payroll service will no longer work with the current version of QuickBooks as of 5/31, with an 'Act Now' button.

The main content area is titled 'Employee Information' for 'Taylor, Robbie Don'. It displays the following details:

- Full Name: Taylor, Robbie Don
- Main Phone: 624-4021
- Address: Robbie Don Taylor, 333 West 2nd North, St. Anthony, ID 83445
- Main Email: rdtaylor@fairpoint.net

Below the employee information is a 'Transactions' table. The table is filtered to show 'All Transactions' and is sorted by 'DATE' in descending order. The table contains 17 rows of payroll transactions, all of which are 'Paycheck' entries from 'Madison SWCD Bank of Idaho'.

TRANSACTION TYPE	DATE	ACCOUNT	AMOUNT
Paycheck	04/20/2018	Madison SWCD Bank of Idaho	910.44
Paycheck	04/06/2018	Madison SWCD Bank of Idaho	910.44
Paycheck	03/23/2018	Madison SWCD Bank of Idaho	910.44
Paycheck	03/09/2018	Madison SWCD Bank of Idaho	910.44
Paycheck	02/23/2018	Madison SWCD Bank of Idaho	910.44
Paycheck	02/09/2018	Madison SWCD Bank of Idaho	910.44
Paycheck	01/26/2018	Madison SWCD Bank of Idaho	910.44
Paycheck	01/12/2018	Madison SWCD Bank of Idaho	899.44
Paycheck	12/29/2017	Madison SWCD Bank of Idaho	899.44
Paycheck	12/15/2017	Madison SWCD Bank of Idaho	899.44
Paycheck	12/01/2017	Madison SWCD Bank of Idaho	899.44
Paycheck	11/17/2017	Madison SWCD Bank of Idaho	899.44
Paycheck	11/03/2017	Madison SWCD Bank of Idaho	899.44
Paycheck	10/20/2017	Madison SWCD Bank of Idaho	899.44
Paycheck	10/06/2017	Madison SWCD Bank of Idaho	899.44
Paycheck	09/22/2017	Madison SWCD Bank of Idaho	899.44
Paycheck	09/08/2017	Madison SWCD Bank of Idaho	899.44

Then click on the Employees button to display the screen as shown above. Then double click on the employee's name as shown above in green.

## Time Sheets

Madison Soil Conservation District - QuickBooks Pro 2015 - [Edit Employee]

File Edit View Lists Favorites Company Customers Vendors Employees Banking Reports Window Help Special Offers

Search Company or Help

INFORMATION FOR **Taylor, Robbie Don**

Personal PAYROLL SCHEDULE [ ] ?

Address & Contact PAY FREQUENCY Biweekly

Additional Info

Payroll Info

Employment Info

Workers' Comp

Direct Deposit Taxes... Sick/Vacation...

**EARNINGS**

ITEM NAME	HOURLY/ANNUAL RATE
Hourly	13.00
Federal Holidays	13.00
Hourly Sick	13.00
Hourly Vacation	13.00
Comp Hourly	13.00

Use time data to create paychecks

Employee is covered by a qualified pension plan

**ADDITIONS, DEDUCTIONS AND COMPANY CONTRIBUTIONS**

ITEM NAME	AMOUNT	LIMIT

Employee is inactive

OK Cancel Help

**Important Notice**  
On 5/31, Payroll service will no longer work with your version of QuickBooks.  
[Act Now](#)

The screen shown above will then appear. This is where you can change or view wage rates. In this case the employer provides an hourly rate for all federal holidays as well as sick leave which should be the same rate as an employee's normal hourly rate unless otherwise specified by the employer.