How to Process & Approve Time Cards with Allocations

ETC

Quick Start Guide

Approving Time Cards Quick Start Guide

This process walks you through how to approve time cards with allocations once your employees have submitted them.

The first few steps are not any different from regular time cards, so you'll need to calculate and approve them first. You can still do this one by one, or by putting them in a batch and calculating them all at once (whichever you prefer).

After your time cards have all been calculated and approved, you'll see that the allocations status column may change from "Un-Allocated" to "Allocated."

Changing the Allocation Status

- Un-Allocated after approval means the employee did not allocate anything on their end before submitting.
- Allocated does NOT mean that **everything** in the time card is allocated. Totals should always be reviewed before submitting to CAPS.

					Allocation Repo	ort	Time Caro	l Report Approve	TimeCard(s)
Tin	necards								
Tim	ecards								0
	Full Name	Union	Occupation(s)	Week Ending	Gross	Allocation Status	Attentior	Status	Action
						•		T	
	CRANE, JOHNATHAN	NON	AA - ACCOUNTING ASSISTANTAA - ACCOUNTING ASSISTANT	04/13/2019	\$905.00	Un-Allocated		Pending Review/Approval	VIEW
	GORDON, BARBARA	NON	HAK-E - KEY HAIR - EXEMPTHAK-E - KEY HAIR - EXEMPT	04/13/2019	\$1,500.00	Un-Allocated		Pending Review/Approval	VIEW
	KYLE, SELINA	NON	FPRO-E - FIELD PRODUCER - EXEMPTFPRO-E - FIELD PRODUCER - EXEMPT	04/13/2019	\$2,500.00	Un-Allocated		Pending Review/Approval	VIEW
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Move	e checked timecard(s) into: U	NCLAIMED (86	9192) • Move Tim	ecards				Calculate Batch Allo	cate Timecards

			Down	nload Documents	Allocation Repo	ort	Time Card	l Report Poin	nt Zero Report
Tir	necards							Batch	Line Item Report
Tin	ecards								C
	Full Name	Union	Occupation(s)	Week Ending	Gross	Allocation Status	Attentior	Status	Action
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	CRANE, JOHNATHAN	NON	AA - ACCOUNTING ASSISTANTAA - ACCOUNTING ASSISTANT	04/13/2019	\$905.00	Allocated		Reviewed	VIEW
	GORDON, BARBARA	NON	HAK-E - KEY HAIR - EXEMPTHAK-E - KEY HAIR - EXEMPT	04/13/2019	\$1,500.00	Allocated		Reviewed	VIEW
	KYLE, SELINA	NON	FPRO-E - FIELD PRODUCER - EXEMPTFPRO-E - FIELD PRODUCER - EXEMPT	04/13/2019	\$2,500.00	Un-Allocated		Reviewed	VIEW
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Mov	e checked timecard(s) into: U	INCLAIMED (8	69192) • Move Tim	ecards		Calculate Batc	h Al	llocate Timecards	Start Workflow

Verifying the Allocations

After the time cards are approved, we'll need to review the Allocation Report. This report is provided after the time cards are calculated/approved and can be downloaded within each batch by merely clicking "Allocation Report."

			Dowr	nload Documents	Allocation Repo	rt	Time Caro	l Report Po	int Zero Report
Tir	mecards							Batc	h Line Item Report
Tim	recards								0
	Full Name	Union	Occupation(s)	Week Ending	Gross	Allocation Status	Attentior	Status	Action
									•
	CRANE, JOHNATHAN	NON	AA - ACCOUNTING ASSISTANTAA - ACCOUNTING ASSISTANT	04/13/2019	\$905.00	Allocated		Reviewed	VIEW
	GORDON, BARBARA	NON	HAK-E - KEY HAIR - EXEMPTHAK-E - KEY HAIR - EXEMPT	04/13/2019	\$1,500.00	Allocated		Reviewed	VIEW
	KYLE, SELINA	NON	FPRO-E - FIELD PRODUCER - EXEMPTFPRO-E - FIELD PRODUCER - EXEMPT	04/13/2019	\$2,500.00	Un-Allocated		Reviewed	VIEW
Q				I a called a page 1 of 1 by bi	10 🔻				View 1 - 3 of 3
Mov	ve checked timecard(s) into: U	NCLAIMED (86	9192) Vove Tim	ecards		Calculate Batc	h A	llocate Timecards	Start Workflow

This report will show you how each day was allocated by the employee, including the code used for each specific project. These codes are taken from the "Default Tracking Keys" that are set when a project is first created. If these fields are blank, then the system will default the allocations to the codes set up for the employee in the project they submitted their allocated time card.

IMPORTANT NOTE: This report will not include time cards that show in the batch as "Un-Allocated."

Set Default Trac	kingKeys	×
AICP# PROJECT #		
Update Existing Employees	Cancel Save	

To verify that everything is allocated correctly on this report, the main items to check are as follows:

- Review the total hours worked matches the allocated hours
- The coding for the allocations is correct
- Validate the gross totals

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DATE	ACCOUNT	SHOW ID	LOCATION	957	NSURANCE	TAX CREDIT	Rate	Travel	On Set	NDB	Me	els.	OUT	Travel	ST	1.5G					MPs				Work Zone	Split Amount	Day Total
2019-01-0	ALLODE	1	CA				0.0000		10.00		14.00	14.50	19.00		8.00	0.5	D								Studio		175.00
Work .	ALLODE	1	CA												4.00											80.00	160.00
	ALLODE	1	CA													0.5	0			 						15.00	15.00
2019-	ALLODE MO	1	CA				0.0000		10.00		14.00	14.50	19.00	-	8.00	0.5	D								Studio		175.00
	ALLODE	1	CA CA												5.00 3.00							_				100.00	160.00
	ALLODE	1	CA													0.9	0									15.00	15.00
2019- 2019-	ALLODE MO	1	CA				0.0000		10.00		14.00	14.50	19.00		8.00	0.5	D								Studio		175.00
	ALLODE	1	CA												8.00					 						160.00	160.00
	ALLODE	1	CA								10.00	13.53				0.5	0			 						15.00	15.00
2019- Work	ALLODE MO	1	CA				0.0000		8.00		12.50	13.50	21.00		8.00	4.0	D				0/0				Studio		300.00
	ALLODE	1	CA CA												4.00											80.00	160.00
	ALLODE	1	CA													1.0)		1							30.00	120.00
	ALLODE	1	CA													3.0	0									90.00	
	ALLODE	1	CA																		0/					20.00	20.00
2019-	ALLODE MO	1	CA				0.0000		10.00		14.00		14.00		4.00										Studio		80.00
	ALLODE	1	CA												4.00											80.00	80.00
													To	tal Units	36.00	6.5	0				0.0 / 0.0						Total

For hours, the first row for each day will display in white and include the total hours worked for that day (for exempt employees, it will always just show "1"). The rows below will show how they were split, but the total hours split should equal to total hours worked. It will also show the gross total for the splits which, when added, should equal the total paid for the day:

DATE		SHOW ID	LOCATION	NSURANCE	TAX CREDIT	Rate	Travel	On Set	NDB	Me	als	OUT	Travel		1.5G			MPs		Work Zone	Split Amount	Day Total
2019-04-0	ALLODE					0.0000		40.00		14.00	14.50	40.00		0.00	0.50					Studio		175.00
2019- Work	MO		CA .			0.0000		10.00		19.00		19.00		0.00	0.50							175.00
	ALLODE	1	CA											4.00							80.00	160.00
	ALLODE	1	CA											4.00							80.00	
	ALLODE	1	CA									0			0.50	 0	 				15.00	15.00
2019-04-0				 				T	T	14.00	14.50					 1	 	 	 	 Studio		

For Exempt employees, you have to make sure that the splits added together equal 1 and match the daily total:

2	2019- Work	ALLODE	1	CA			1500.0000		-	F			1.00						Studio		300.00
		ALLODE	1	CA									0.50							150.00	300.00
		ALLODE	1	CA									0.50							150.00	
					 	· · · · · · · · · · · · · · · · · · ·		T			 	 			 	·····	 	 			

The coding for the allocations is displayed directly below the day they were allocated to; you will want to review this to make sure your reports display all of the correct totals for each job. We'll go over how to correct these a bit later.

As for the Gross Totals, the report offers 2. Amounts paid for actual hours worked (gross pay) is the first. The second is for gross pay plus reimbursements.

	1.00													300.00	300.00
Total Units	5.00													Г	Total
Total \$	1500.00														1500.00
PRODI \$	JCTION F	EE	ACCRUE \$	DFRING	3ES	Total: (Includin	g Reimb	1, ursemen	500.00	ses, not i	ncluding	Accrued Fringe	es)		
														<u></u>	

If all these fields are correct and matching for your allocated time cards, then all you need to do now is start the workflow and submit the batch to CAPS.

Making Corrections to Allocations

If you see discrepancies, such as wrong codes or mismatching totals, these will need to be adjusted manually. To do this, select the time cards within the batch that you need to fix by checking the box to the left of each time card (it will highlight the row in yellow), and then click on "Allocate Time Cards."

					Publication resp		Time cure	incport.	Batch Lin	e Item Report
l ir	mecards									
Tin	recards									
	Full Name	Union	Occupation(s)	Week Ending	Gross	Allocation Status	Attentior	Status		Action
						•			۲	
	CRANE, JOHNATHAN	NON	AA - ACCOUNTING ASSISTANTAA - ACCOUNTING ASSISTANT	04/13/2019	\$905.00	Allocated		Reviewed		VIEW
6	GORDON, BARBARA	NON	HAK-E - KEY HAIR - EXEMPTHAK-E - KEY HAIR - EXEMPT	04/13/2019	\$1,500.00	Allocated		Reviewed		VEW
•	KYLE, SELINA	NON	FPRO-E - FIELD PRODUCER - EXEMPTFPRO-E - FIELD PRODUCER - EXEMPT	04/13/2019	\$2,500.00	Un-Allocated		Reviewed		VIEW
ρ				re ve Page 1 of 1 »>	⊨. 10 ¥					View 1 + 3 of

This next window is where you'll be able to make corrections to the allocations. Remember that the goal is for the totals on the Allocation Report to match.

Here, you'll see the name of the project the employee allocated to for each row as well as the code that was inserted for each one. To the right, you'll see an X in orange that will let you remove the allocations for that row and start from scratch. If you only want to change the code, then you can do that for each column, and then just hit save.

Imeca	ITU AIIOC	ation	5			_							Full	View >>
						TOTAL HRS I	ST	Project Name			D LOCATION			
Sun)4/07/19					-									
Mon 4/08/19	ALLODEMO	1500					1			1	CA			
								TEST ALLO 1# TE	ALLODEM	1	CA			
Tue 24/09/19	ALLODEMO 1 CA	1500					1			1	CA.			
								TEST ALLO 3# TE	ALLODEM	1	CA			
Wed	ALLODEMO	1500												
		1000					1	TEST ALLO 2# TE	ALLODEMO	1	CA			
Thu	ALLODEMO	1500												
							1	TEST ALLO 18 TE	ALLODEMO	1	CA			
								TEST ALLO 2# TE	ALLODEM	1	CA			
Fri	ALLODEMO	1500	_				_				1			
Sat	~	1300				-	1		ALLODEMO	1	CA			
						\mapsto					_			
							\$1500							

If you are allocating from scratch, you'll need to scroll to the right and select what you want to allocate (hours or gross pay). Gross pay is the only option for exempt employees.



Allocation Changes based on Gross Pay

After you click on the bubble for "Gross," you'll see a small "+" sign appear next to the total:



Click on that to add a row to your allocation. In the row that appears, you can start splitting the totals. If you want to allocate all to 1 project, then just scroll back to the left and add the coding for that allocation. The system will add the default code for the employee, but can delete this and add a new code:



After the change is made, just hit "Save" on the bottom right. Once the changes are all saved, you can view the individual allocation report for this time card to make sure all the information is correct by clicking on "Allocation Time Card PDF."

PRODUCTION COMPANY	JOB NAME/NUMBER		UNION	JOB TITLE		
TEST FEATURES	ALLOCATIONS DEMO		NON	HAK-E - KEY HAIR - E	XEMPTHAK-E - KEY HAIR - EXEM	PT
EMPLOYEE NAME	SOCIAL SECURITY NUMBER	RATE	GUARANTEED HOURS	LOCATION		
GORDON, BARBARA	XXX-XX-2323	1500/W	40	CA-LAC 91504		
Cancel	Previou	us Timecard	Next Timecard		Allocation Timecard PDF	Save
				B		
Timecard Allocations						
						Full View >>>
DATE						
DATE Cost Codes (X) NE	DB IN OUT IN OUT HRS	HOURS	Project Name ACCOUNT SH	HOW ID LOCATION	SET INSURANCE CREDIT	FREE FF2
Sun						

Using that report, match the totals the same way you did at the beginning:

2019- ALLODE 1	СА	1500.0000			1.00										Studio		300.
DEMO DEMO	DEMO				1.00												300.00 300.0
				Total Units	5.00												Total
				Total \$	1500.00												1500.
											_	_					
PAID VACATION	PAID HOLIDAY	OTHER PAID FRINGE		PROD	UCTION FI	EE ACCRU	ED FRIN	GES	Total:		1.	500.00					
		-	1	1.		1.											
									(Includin	The line	CONTRACTOR OF	a second second	not in	ncluding	Accrued Frind	es)	75
Notes:									(Includin	The state	- Contraction	a Caperto	., not i	ncluding	Accrued Fring	jes)	"
lotes:									(Includin	Tempe	erement.	a capero	, not i	ncluding .	Accrued Fring	jes)	"
lotes:									(Includin	Telmor		- Capero	, not i	ncluding .	Accrued Fring	jes)	
lotes:									(Includin	Telnice	rocment		not ir	ncluding .	Accrued Fring	jes)	+
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Notes:									(Includin	Reinio	- xement	- Coperto	not it	ncluding .	Accrued Fring	jes)	+
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Notes:			<u> </u>	Acce	epted	by ETC ((Includin	7/201	19	- C-p	not in	ncluding	Accrued Fring	jes)	+

If everything is correct, you can go ahead to correct the next time card's allocations, or just get started on submitting the batch to CAPS.

Allocation Changes for Hourly Employees (Non-Exempt)

The allocations for hourly employees work the same; the system gives you the option of splitting the hours or a percentage.



For hourly employees, if you work in a location that pays meal penalties or other pay other than regular work, you'll have to allocate this total manually. This screenshot shows an employee that had 1 meal penalty on their time card:



The allocation portion works the same, so it's just a matter of clicking the "+" and then adding the specific code you want that to be allocated to, save it, and then review the report for that specific time card.

Approving Time Cards with Allocations

Finally, once all allocation information is complete and correct, the last step is the Batch Workflow. If all of the allocations were done by you as an administrator, then the system will not require any additional approval and allow you to submit the batch to CAPS. If the allocations were done by an employee, then the system will require those allocations to be approved by whoever is either 1) an admin for the client or 2) a project admin for the specific project they allocated to.

When you start the workflow (this works the same as non-allocation batches), the system will then email the people who need to approve the allocations. These will also be linked on their admin page when they log in; they just need to scroll to the bottom of the page and look for "My Time Card Allocations in Workflow":

Vorkflows								
ly Batches In Workflow								
Client Name 🗢		Project Name			Batch	Batchid	Start Date	Action
						[
ο φ Clear			ra ka Page	1 of 0 +> +1	5 V			No Records Four
	_							
y Timecard Allocations In Work								
y Timecard Allocations In Work Client Name ≑	flow	Project Name	Employ	ee Name	Batch	Batchid	Week Ending	Action
y Timecard Allocations In Work Client Name 🗢	flow	Project Name	Employ	ee Name	Batch	BatchId	Week Ending	Action
y Timecard Allocations in Work Client Name \Rightarrow ST FEATURES	ALLOCATIO	Project Name	Employ CRANE, JOHNAT	ee Name HAN	Batch	Batchid 869196	Week Ending	Action

From here, click on "**View Allocation**." This will open the page where the allocations will either be approved or rejected, and this will be done with the click of either a thumbs up or thumbs down. Thumbs up = Approve, Thumbs down = Reject. If you reject, then you'll need to manually correct that allocation in the same way we detailed earlier.

DATE	Cost Codes	(X)	NDB	IN	OUT	IN	OUT	HRS	HOURS	6 HOURS	HOURS	Project Name	ACCOUNT	SHOW ID	LOCATION	SET	INSURANCE	CREDIT	
Sun 04/07/19																			
Max	ALLODEMO			10.00	02:00 PM	02:30 PM	07.00												
04/08/19	ĊÂ	0		AM			PM	8.5	8	0.5			ALLODEMO	1	CA				
												TEST ALLO 1# TE	. ALLODEM	1	CA				$(\phi)(\phi)$
												TEST ALLO 2# TE.	ALLODEM	1	CA				\odot
												TEST ALLO 2# TE.	. ALLODEM	1	CA				6
Tue	ALLODEMO			10:00	02:00 PM	02:30 PM	07:00											-	
04/09/19	CA	0		AM			PM	8.5	8	0.5			ALLODEMO	1	CA				
												TEST ALLO 3# TE	. ALLODEM	1	CA				$(\phi)(\phi)$
												TEST ALLO 1# TE.	. ALLODEM	1	CA				\odot
												TEST ALLO 1# TE.	. ALLODEM	1	CA				6
Wed	ALLODEMO			10:00	02:00 PM	02:30 PM	07:00												
04/10/19	CA	0		AM			PM	8.5	8	0.5			ALLODEMO	1	CA				
												TEST ALLO 2# TE.	ALLODEM	1	CA				
												TEST ALLO 2# TE.	ALLODEM	1	CA				(c)(R)
Thu	ALLODEMO			08:00	12:30 PM	01:30 PM	09:00												00
04/11/19	CA	0		AM			PM	12	8	4	1		ALLODEMO	1	CA				
												TEST ALLO 1# TE.	. ALLODEM	1	CA				(4)(4)
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												TEST ALLO 2# TE.	ALLODEM	1	CA				6
												TEST ALLO 3# TE.	ALLODEM	1	CA				$(\phi)(\phi)$
_													ALLODEM	1	CA				
Fri	ALLODEMO			10:00			02:00				:			1			T	1	
04/12/19	CA	0	Τ	AM	l		rM	4	4				ALLODEMO	1	CA				
-													ALLODEM	1	CA				
Sat 04/13/19										-		:							

After you approve the allocations (Thumbs Up), scroll down and hit "Save." This will lock and save the allocations.

Follow these steps for each of the time cards under your workflow, and If everything checks out and all the allocations are approved. Then you'll be able to click "Submit to CAPS," and your batch allocations and approvals are all complete.

Have a question? Contact support today.



888.570.6180

etcsupport@capspayroll.com

www.capspayroll.com/support/

