How to Process & Approve Time Cards with Allocations

Quick Start Guide

ETC

Approving Time Cards Quick Start Guide

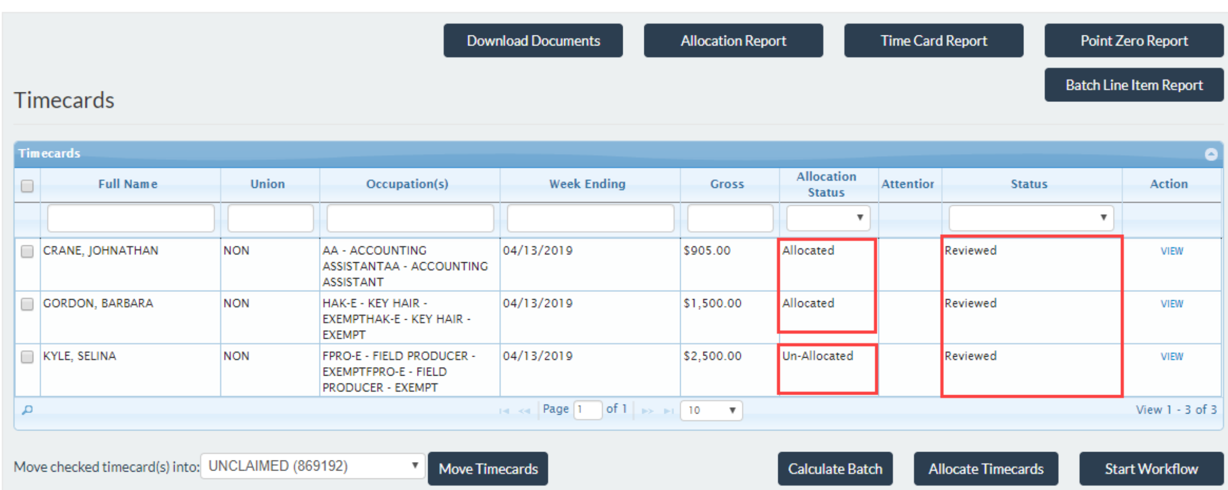
This process walks you through how to approve time cards with allocations once your employees have submitted them.

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."

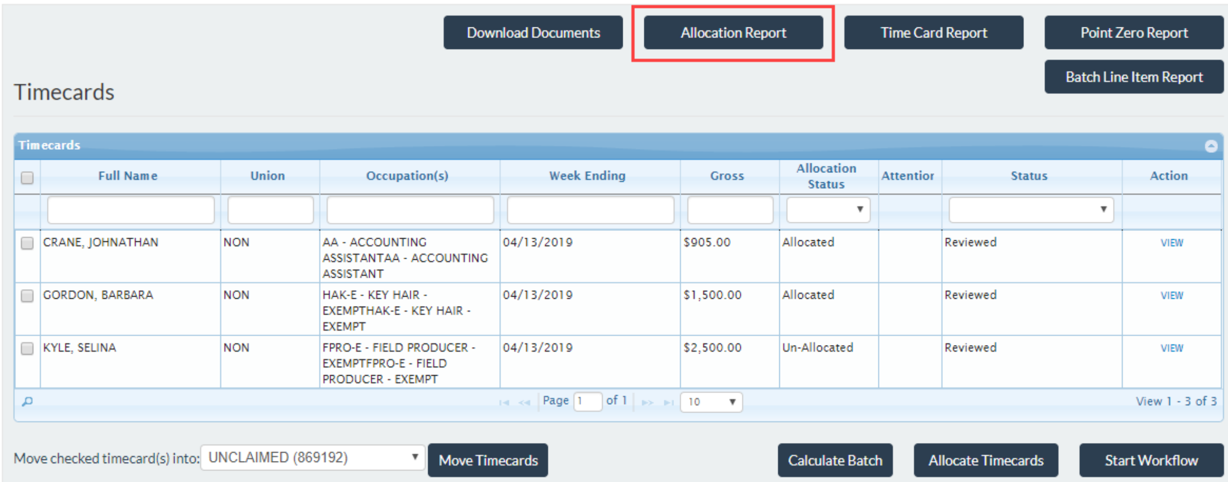
Changing the Allocation Status

- 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.



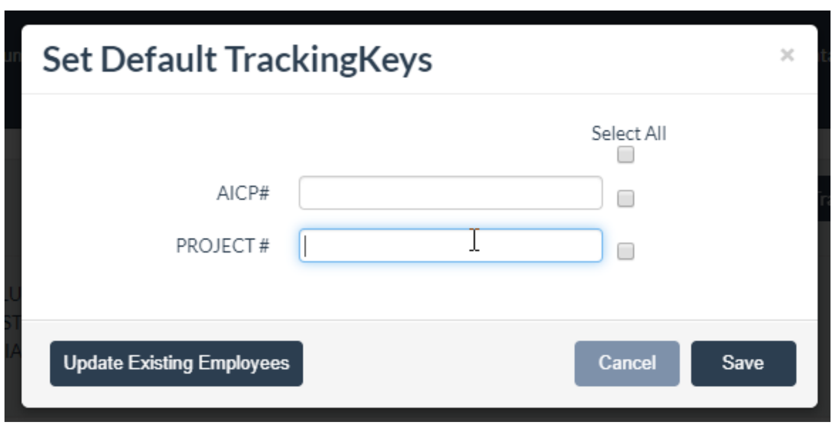
Verifying the Allocations

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."



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."



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

PRODUCTION CO.	JOB NAME/NUMBER		UNION	JOB TITLE
TEST FEATURES	ALLOCATIONS DEMO		NON	ACCOUNTING ASSISTANT
EMPLOYEE NAME	SOCIAL SECURITY NUMBER	RATE	GUARANTEED HOURS	LOCATION
CRANE, JOHNATHAN	xxx-xx-4333	20.0000		California - Los Angeles County-91504

DATE	ACCOUNT	SHOW ID	LOCATION	SET	INSURANCE	TAX CREDIT	Rate	Travel	On Set	NDB	Meals	OUT	Travel	ST	1.5G	MPs	Work Zone	Split Amount	Day Total
2019-04-08 2019- Work	ALLODE MO	1	CA				0.0000		10.00		14.00 14.50 19.00	19.00		8.00	0.50		Studio		175.00
	ALLODE	1	CA											4.00				80.00	160.00
	ALLODE	1	CA											4.00				80.00	
	ALLODE	1	CA												0.50			15.00	15.00
2019-04-09 2019- Work	ALLODE MO	1	CA				0.0000		10.00		14.00 14.50 19.00	19.00		8.00	0.50		Studio		175.00
	ALLODE	1	CA											5.00				100.00	160.00
	ALLODE	1	CA											3.00				60.00	
	ALLODE	1	CA												0.50			15.00	15.00
2019-04-10 2019- Work	ALLODE MO	1	CA				0.0000		10.00		14.00 14.50 19.00	19.00		8.00	0.50		Studio		175.00
	ALLODE	1	CA											8.00				160.00	160.00
	ALLODE	1	CA												0.50			15.00	15.00
2019-04-11 2019- Work	ALLODE MO	1	CA				0.0000		8.00		12.50 13.50 21.00	21.00		8.00	4.00	0 / 0	Studio		300.00
	ALLODE	1	CA											4.00				80.00	160.00
	ALLODE	1	CA											4.00				80.00	
	ALLODE	1	CA												1.00			30.00	120.00
	ALLODE	1	CA												3.00			90.00	
	ALLODE	1	CA													0 /		20.00	20.00
2019-04-12 2019- Work	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
													Total Units	36.00	5.50	0.0 / 0.0			Total
													Total $	720.00	165.00	20.00			905.00

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	ACCOUNT	SHOW ID	LOCATION	SET	INSURANCE	TAX CREDIT	Rate	Travel	On Set	NDB	Meals	OUT	Travel	ST	1.5G	MPs	Work Zone	Split Amount	Day Total
2019-04-08 2019- Work	ALLODE MO	1	CA				0.0000		10.00		14.00 14.50 19.00	19.00		8.00	0.50		Studio		175.00
	ALLODE	1	CA											4.00				80.00	160.00
	ALLODE	1	CA											4.00				80.00	
	ALLODE	1	CA												0.50			15.00	15.00

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

DATE	ACCOUNT	SHOW ID	LOCATION	Rate	ST	Work Zone	Split Amount	Day Total
2019-04-11 2019- Work	ALLODE MO	1	CA	1500.0000	1.00	Studio		300.00
	ALLODE	1	CA		0.50		150.00	300.00
	ALLODE	1	CA		0.50		150.00	

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.

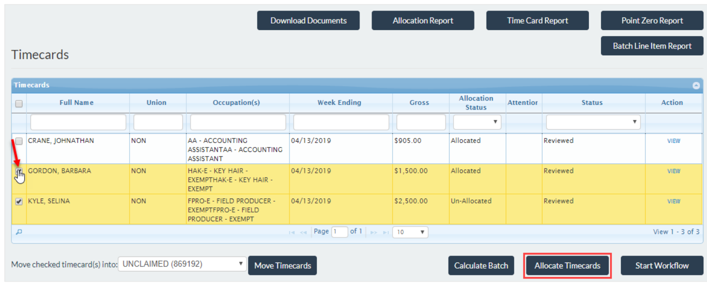
	1.00	300.00	300.00
Total Units	5.00		Total
Total $	1500.00		1500.00

PRODUCTION FEE	ACCRUED FRINGES	Total:
$	$	1,500.00 (Including Reimbursements/Expenses, not including Accrued Fringes)

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.

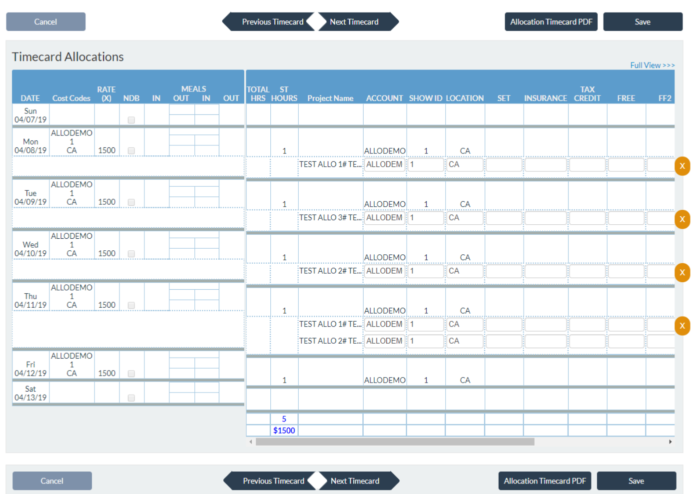
Making Corrections to Allocations

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."

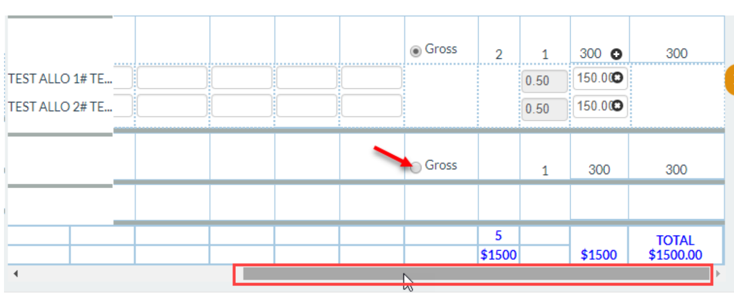


This next window is where you'll be able to make corrections to the allocations. Remember that the goal is for the totals on the Allocation Report to match.

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.

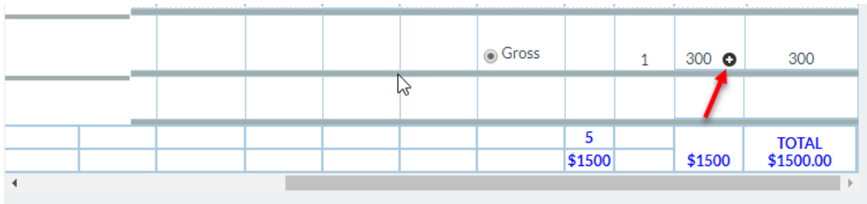


If you are allocating from scratch, you'll need to scroll to the right and select what you want to allocate (hours or gross pay). Gross pay is the only option for exempt employees.

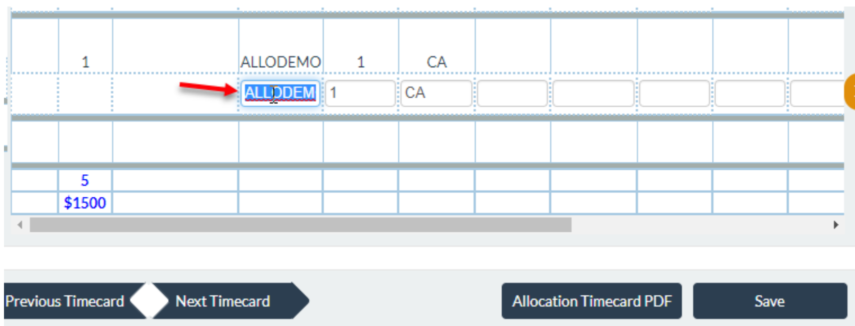


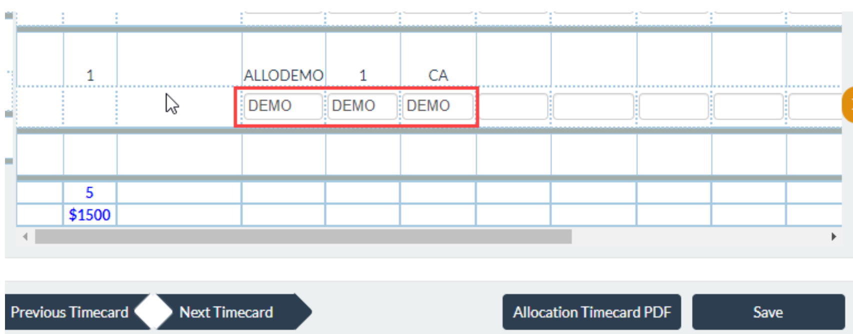
Allocation Changes based on Gross Pay

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

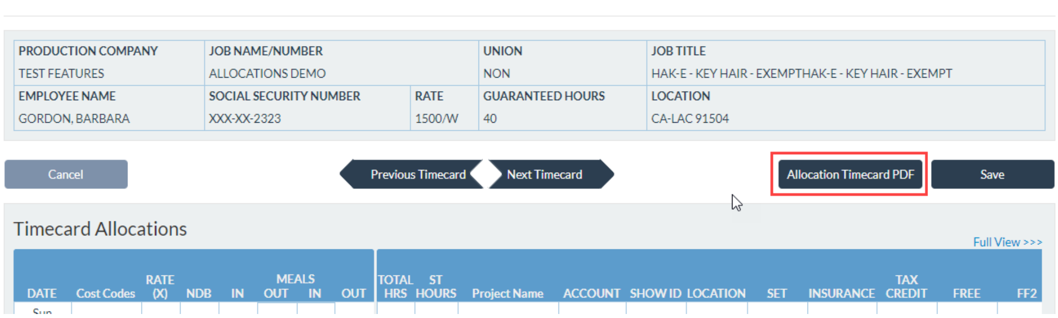


Click on that to add a row to your allocation. In the row that appears, you can start splitting the totals. If you want to allocate all to 1 project, then just scroll back to the left and add the coding for that allocation. The system will add the default code for the employee, but can delete this and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

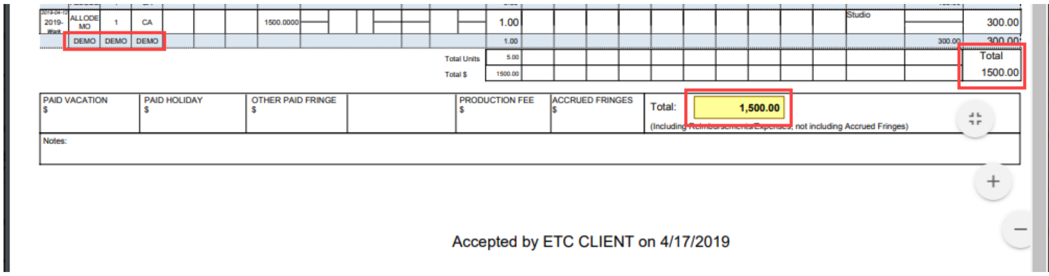




After the change is made, just hit "Save" on the bottom right. Once the changes are all saved, you can view the individual allocation report for this time card to make sure all the information is correct by clicking on "Allocation Time Card PDF."



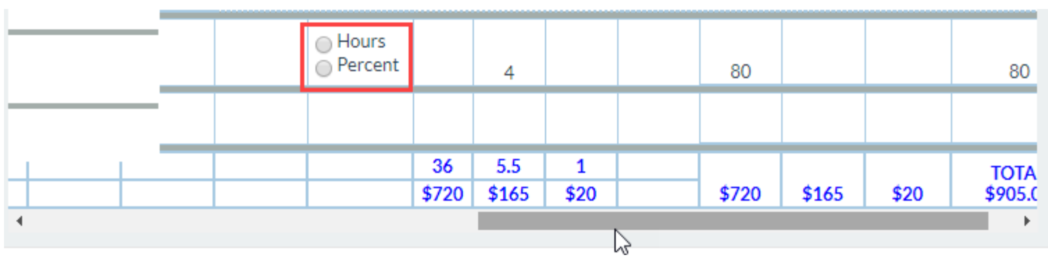
Using that report, match the totals the same way you did at the beginning:



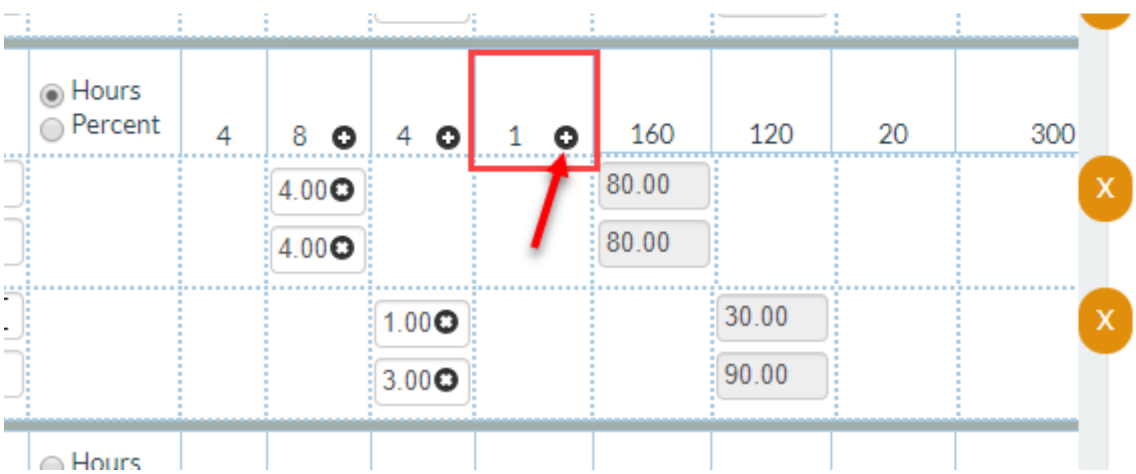
If everything is correct, you can go ahead to correct the next time card's allocations, or just get started on submitting the batch to CAPS.

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:

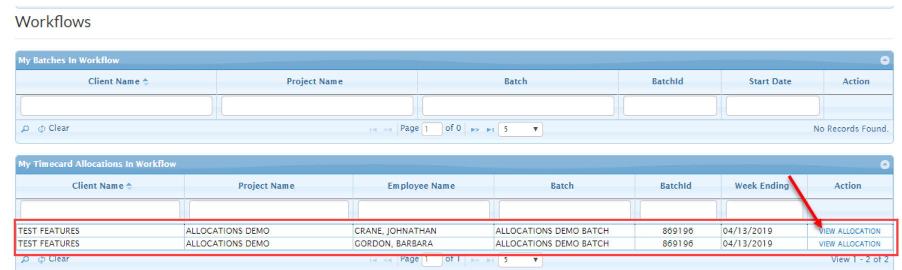


The allocation portion works the same, so it's just a matter of clicking the "+" and then adding the specific code you want that to be allocated to, save it, and then review the report for that specific time card.

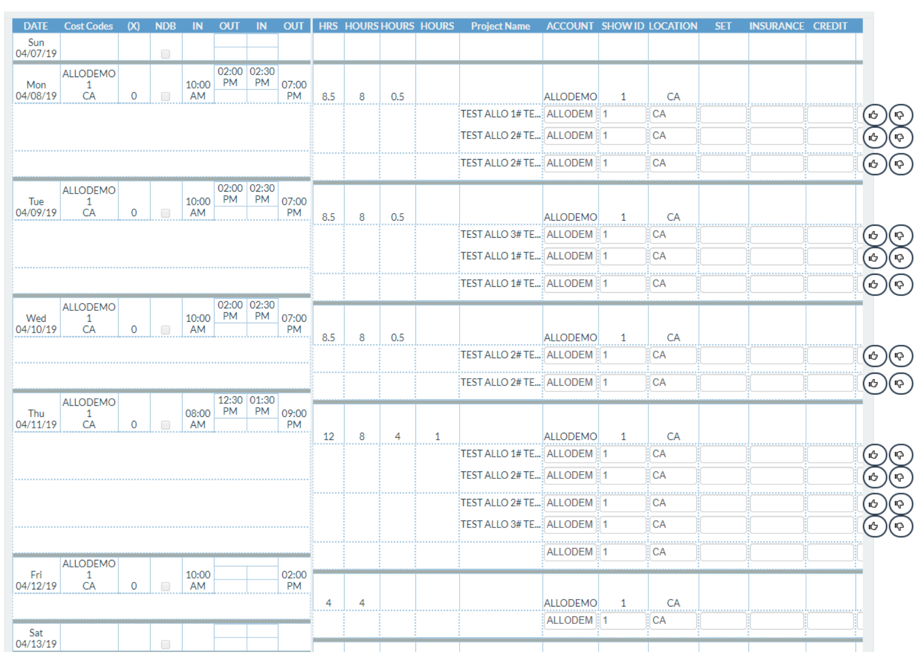
Approving Time Cards with Allocations

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”:



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.



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.

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www.capspayroll.com/support/

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