

# How to Calculate a Batch

Quick Start Guide

ETC

# How to Calculate a Batch Quick Start Guide

This guide will demonstrate how to successfully calculate a batch in ETC.

Calculating a batch in ETC allows the user to review employee time cards faster instead of having to manually select “View” for each employee. Instead of reviewing each card one at a time, adding them to a batch and calculating them will make the system process the time cards in order. To do this, time cards have to be submitted and have a batch to move them into.

**STEP 1.** First, set up a batch. Please review the “How to Create a Batch” guide if necessary.

**STEP 2.** Once the batch is set up, move the time cards for review from the “Unclaimed Time Cards” into the new batch. At the bottom of the Project Details page, you can see the submitted time cards.

<input type="checkbox"/>	Full Name	Union	Occupation(s)	Week Ending	Status	Action
<input type="checkbox"/>	EMPLOYEE, ETC	NON	CARPENTER	10/31/2015	Pending Review/Approval	VIEW
<input type="checkbox"/>	EMPLOYEE, ETC	NON	CARPENTER	11/07/2015	Pending Review/Approval	VIEW
<input type="checkbox"/>	KYLE, SELINA	NON	CAPTAIN	11/07/2015	Pending Review/Approval	VIEW
<input type="checkbox"/>	WAYNE, BRUCE	NON	ASST DECORATOR	11/07/2015	Pending Review/Approval	VIEW
<input type="checkbox"/>	NIGMA, EDWARD	NON	ART DEPT COORDINATOR	11/07/2015	Pending Review/Approval	VIEW

Move checked timecard(s) into:  **Move Timecards**

**STEP 3.** To do so, choose the individual time cards by checking the box beside the employee name (red arrow). An option to select all employees is available by checking the box next to the full name column (green arrow). Next, choose a batch from the drop-down menu at the bottom of the section (blue arrow). Click “Move Time Cards” to continue.

<input type="checkbox"/>	Full Name	Union	Occupation(s)	Week Ending	Status	Action
<input type="checkbox"/>	EMPLOYEE, ETC	NON	CARPENTER	10/31/2015	Pending Review/Approval	VIEW
<input checked="" type="checkbox"/>	EMPLOYEE, ETC	NON	CARPENTER	11/07/2015	Pending Review/Approval	VIEW
<input checked="" type="checkbox"/>	KYLE, SELINA	NON	CAPTAIN	11/07/2015	Pending Review/Approval	VIEW
<input checked="" type="checkbox"/>	WAYNE, BRUCE	NON	ASST DECORATOR	11/07/2015	Pending Review/Approval	VIEW
<input checked="" type="checkbox"/>	NIGMA, EDWARD	NON	ART DEPT COORDINATOR	11/07/2015	Pending Review/Approval	VIEW

Move checked timecard(s) into:  **Move Timecards**

**STEP 4.** After clicking “Move Time Cards,” all the cards selected will be moved into the specified batch. Next to the batch name under “Batches,” click the “+” symbol (circled in red in the image below) to expand the section and see what time cards are in that batch. Notice how the time cards are no longer showing under the “Unclaimed Time Cards” section.

**Batches**

Batch Name	Batch Number	Status
EXAMPLE BATCH	293803	Open
SMOKE TEST BATCH	293849	Open
W/E 11/7 BATCH	293864	Open

**Unclaimed Timecards**

Full Name	Union	Occupation(s)	Week Ending	Status	Action
EMPLOYEE, ETC	NON	CARPENTER	11/07/2015	Pending Review/Approval	VIEW
KYLE, SELINA	NON	CAPTAIN	11/07/2015	Pending Review/Approval	VIEW
NICMA, EDWARD	NON	ART DEPT COORDINATOR	11/07/2015	Pending Review/Approval	VIEW
WAYNE, BRUCE	NON	ASST DECORATOR	11/07/2015	Pending Review/Approval	VIEW

Move checked timecard(s) into: W/E 11/7 BATCH (293864) **Move Timecards**

**STEP 5.** From here, you can click on the **batch name** to see the batch details.

**STEP 6.** Finally, select all the time cards in the batch and calculate them all at once by clicking on the **box** to on the top left of the time cards section. This will highlight all the rows in yellow. Next, click on “Calculate Batch” at the bottom. The page will then reload, and the system will provide a status bar showing how far along the calculation is.

**Batch Details**

Project: SMOKE TEST ISRAEL-STIZ201  
 Batch Name: W/E 11/7 BATCH  
 Batch Number: 293864  
 Batch Status: Open  
 Timecards: 4  
 Total Gross: \$0.00

**Timecards**

Full Name	Union	Occupation(s)	Week Ending	Gross	Status	Action
EMPLOYEE, ETC	NON	CARPENTER	11/07/2015	\$0.00	Pending Review/Approval	VIEW
KYLE, SELINA	NON	CAPTAIN	11/07/2015	\$0.00	Pending Review/Approval	VIEW
NICMA, EDWARD	NON	ART DEPT COORDINATOR	11/07/2015	\$0.00	Pending Review/Approval	VIEW
WAYNE, BRUCE	NON	ASST DECORATOR	11/07/2015	\$0.00	Pending Review/Approval	VIEW

Move checked timecard(s) into:  **Move Timecards** **Calculate Batch**

**STEP 7.** After the batch is done calculating, the page will appear like this:

Batch Details Attachments Delete Edit

Project: SMOKE TEST ISRAEL# ST1ZZ01  
Batch Name: TEST BATCH PLEASE IGNORE!  
Batch Number: 293702  
Batch Status: Open  
Timecards: 2  
Total Gross: \$1681.25

Notes to Coordinators (edit):

Allocation Report Time Card Report Approve TimeCard(s)

Timecards

Full Name	Union	Occupation(s)	Week Ending	Gross	Allocation Status	Attention	Status	Action
NIGMA, EDWARD	NON	ART DEPT COORDINATOR	10/17/2015	\$1,025.00	Un-Allocated		Pending Review/Approval	<a href="#">VIEW</a>
WAYNE, BRUCE	NON	ASST DECORATOR	10/17/2015	\$656.25	Un-Allocated		Pending Review/Approval	<a href="#">VIEW</a>

Move checked timecard(s) into:  Move Timecards Calculate Batch Allocate Timecards

**STEP 8.** The system will give totals for the time cards, as well as a “Time Card Report.” The Time Card Report will show the breakdown of how each employee was paid. Use this information to verify that everything is correct. Lastly, mass approve the time cards by selecting all (circle 1) and clicking “Approve Time Card(s)” (circle 2).

Batch Details Attachments Delete Edit

Project: SMOKE TEST ISRAEL# ST1ZZ01  
Batch Name: TEST BATCH PLEASE IGNORE!  
Batch Number: 293702  
Batch Status: Open  
Timecards: 2  
Total Gross: \$1681.25

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Timecards

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NIGMA, EDWARD	NON	ART DEPT COORDINATOR	10/17/2015	\$1,025.00	Un-Allocated		Pending Review/Approval	<a href="#">VIEW</a>
WAYNE, BRUCE	NON	ASST DECORATOR	10/17/2015	\$656.25	Un-Allocated		Pending Review/Approval	<a href="#">VIEW</a>

Move checked timecard(s) into:  Move Timecards Calculate Batch Allocate Timecards

Have a question?  
Contact support  
today.



888.570.6180



[etcsupport@capspayroll.com](mailto:etcsupport@capspayroll.com)



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