



Payroll Rules Engine for Timesheet

Automate Payroll Processes and Easily Pass Data to Your Payroll Solution

Companies use Journyx Timesheet for a number of reasons and near the top of that list is everyone's favorite subject: payroll. Everyone in your organization understands the basic premise that they get paid for working, whether it's by the hour, by the project or just a plain old monthly salary.

Timesheet helps you automate your company's payroll processes and integrate them with its other critical business functions by allowing you to use a single highly-accessible application for collecting time and expense data and then making that data available to all of your applications and functions that depend on that data.

Once Timesheet has the data that matters for payroll, you need an easy way to pass that information to your payroll solution. Enter the revised, revamped and redesigned Payroll Rules Engine (PRE) for Timesheet v7 and later.

The PRE for Timesheet consists of two primary parts: the PRE itself, for exporting time data to ADP and other payroll providers; and the Data Validation Rules, including the Holiday Validation Rules, for controlling time entries and keeping those entries associated with holidays in line with your company's guidelines.

The PRE - Great New Features, Same Dependable Functionality

The PRE is a module for Timesheet that produces payroll-provider specific export files containing all of your company's payroll data collected by Timesheet, with an option to preview & validate that data in a custom report. The PRE export file can be uploaded directly to payroll providers that support direct uploads and sent manually to those that require manual submission.

The PRE's default setup is for ADP, but Journyx Professional Services can configure the PRE to work for most other payroll providers, so if you're not using ADP, don't worry. Just inquire about what's involved in modifying the PRE to work for your situation. You'll likely be surprised at how simple it will be.

- Cleaner and more intuitive navigation and configuration options
- Streamlined configuration now leverages the full power of Timesheet's custom fields for Pay Type
- New reporting features allow approvers to view overtime & doubletime reports for individual users when Timekeeping or using Approvals

Data Validation Rules - Get It Right The First Time

Data Validation Rules provide a mechanism that allows Timesheet administrators to configure flexible rules to enforce certain key restrictions on how users enter their time. These rules are assigned to Pay Groups - the same method used for organizing users in the Payroll Rules Engine - making it easy to set rules for specific types of employees such as hourly workers, salaried employees and contractors.

There are five specific types of Data Validation Rules: Future Entry Restrictions, Drop Down Restrictions, Hour Validation Rules, Minute Increment Rules, and Holiday Validation Rules.

Future Entry Restrictions are used to stop users from entering time in the future (tomorrow and all of the days after that). Future Time Restrictions work on a by pay group basis, so you can allow certain employees to enter in advance while preventing others from doing so.

Dropdown Restrictions are used to keep users from tracking time to a Project, Task, Pay Type, or Bill Type. Dropdown Restrictions allow Timesheet administrators to create 'Select one' values in any of these fields, and thereby actually require their users to select one.

Hour Validation Rules are used to enforce minimum and maximum hours per pay type per day, per week or per timesheet.

Example: Pay Group "Hourly" has been configured to require a minimum of 8 hours total worked each day and no more than 6 hours total for the Pay Type "Sick Leave" in each week. User timesheets that violate either of those rules will be rejected automatically by Timesheet when they are submitted for approval.

Minute Increment Rules are used to reject sheets that contain time entries that do not conform to a customer-definable minute increment criteria. By default, Minute Increment Rules simply warn users of their failure to comply but the Rules can also be configured to round non-compliant entries up, down or to the nearest defined increment criteria.

Example: Pay Group "Hourly" has been configured to have 6 minute increments. All time entries created by members of Pay Group "Hourly" must be comprised of multiples of 6 minutes. Therefore, a time entry of 3:04 is not considered valid and will be rejected, while entries of 1:06, 4:18 and 7:48 are valid since they are all multiples of 6 minutes. This rule could also be configured to automatically round an entry of 3:04 down to 3:00, up to 3:06 or to the nearest increment, which in this case would be 3:06.

Holiday Validation Rules are designed to allow system administrators to set up specific holidays within Timesheet. Holiday Validation Rules are assigned to specific Pay Groups and may be configured to apply to a particular Pay Type. All hours logged against that Pay Type by members of the Pay Group targeted by a Holiday Validation Rule will be considered holiday time by Timesheet. Holiday Validation Rules can also be configured to create holiday time records on chosen holidays.

As a further control, users in Pay Groups targeted by a specific Holiday Validation Rule are not able to enter holiday time on any non-holiday. Timesheet will not allow them to submit their timesheet if they have entered holiday time on the wrong day and will present users in violation of the rule with a warning to this effect each time that they save their timesheets.

Finally, Holiday Validation Rules require that users enter at least some holiday time entered on each holiday; however, Holiday Validation Rules do not enforce a specific minimum number of hours that must be logged on holidays. Holiday Validation Rules do not prevent users from entering non-holiday time on holidays.

PRE Availability and Pricing

The PRE is available to all customers using Timesheet 7 or later. PRE training and configuration assistance are available as part of the Journyx ProStart and ProUpdate configuration packages. Please contact your Journyx Sales Team representative at (800) 755-9878 for pricing.