



Standalone Employee Time Entry

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Editor's Note: Richard Berry poses, then answers the question, "Why would I want to use Time Entry if I'm not using Payroll?" This "timely" article shows us why and how you can use the Time Entry module to track work time whether you are using it for Payroll or not – an invaluable tool if you need to track time against jobs, work orders, projects, etc.

Introduction

Many customers might use of this module if they knew that they had it. There was a time when JDE used to deliver Standalone Time Entry along with the project management suite. Many JDE users actually have the software but do not realize it. If they know they have it, it may not be very clear what the module is actually supposed to do and how it can help them. Others know that they have it but are at a loss as to how to actually implement it or they have simply put to one side because they believe they need to set up the whole Human Resources system in order to make it work. However, it is not necessary to do a lot of set up to make Time Accounting work. This article concentrates on the practical steps that are needed to make it work.

For organizations that need to capture employee time it could be very useful. Examples of such companies include:

- construction companies that need to cost labour and supervisor time to a project
- asset management companies that need to charge technician time to maintenance work orders
- professional services firms that need to charge consultant time to clients
- companies providing security services that need to charge guard time to contract projects

Time Accounting has a dual purpose. Firstly, it is intended to work as part of Payroll. Secondly, it can be used to recharge labor costs to projects, work orders or overhead departments. It is this second aspect that I will tackle in this White Paper. Many customers, especially international customers, do not use the Payroll module. But they can still make use of Time Accounting.

Can you still capture time without using the Time Accounting module? The answer to this is yes, you can enter time as a journal entry. This is an acceptable alternative, but you would have to manually compute the time charge—so if you only have a few lines you can probably easily do it. The Time Accounting module offers the following advantages:

- Automatic computation of time charge using billing rate tables
- Time history. This is kept in F0618. This table is an important source table for Service Billing.



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If you were to use the time batch upload program to interface time from an external time keeping system, you would have an efficient and seamless Time Accounting system.

The time accounting module is found in both World and EnterpriseOne. There are not a lot of differences between World and EnterpriseOne. In this paper I have shown the EnterpriseOne screens but the same principles apply to World.

Who Would Want To Use Time Accounting?

This module would be used by anyone who needed to capture employee time and charge it to a job or department. For example, a construction company would find this module useful—a supervisor's time can be charged to a job and credited to the employee's 'Home' business unit, the department he works for. An equipment management company may find it useful—engineering time can be charged to maintenance work orders. A real estate management company would find it useful for the same reason—maintenance staff time can be charged to tenant work orders. A company providing security services could charge time to a contract (a Job) or to a one-off emergency call (a work order). All of these situations call for the ability to charge employee time to a project, defined either as a long term Job or a short-term work order.

Having captured employee time against a project, the company may then wish to charge that time to a customer. The Service Billing module works well with Time Accounting.

A Caution

It is not necessary to implement the whole human resources module to use Time Accounting, but certain basic information will be required. What I have described in this article, though it certainly works, is imperfect. This is because primarily, first and foremost, the system is intended for the entry of time for *payroll* purposes. This accounts for some of the annoying tendency of the system to serve payroll users quite well while apparently treating the requirements of other users as second class. Truth be known, there could be more users who would find the time accounting features useful if simple steps were taken to tailor it more to their requirements.

Sample Data

For the sake of those who might want to try it themselves, I have used basic data that can be found in the standard JDE OneWorld® Demo Junior.

Setup

Before we can enter time we must do some setup:

1. Company Options
2. Job Type/Job Step
3. Automatic Accounting Instructions
4. Rate Derivation Tables
5. Pay Types
6. Employee Master
7. Processing Options

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