

User Guide

Timecard

Time Sheet Template Upload



TIME SHEET TEMPLATE UPLOAD

1. Go to Company Benefit Setup → Control Master.



2. Select the 1st tab Control Master.
3. Select Time Sheet.
4. Click **Edit** for the time sheet template download & upload.

Control Master Payroll Setup EA Form Setup

1 Control Information (*Required)

Select Control Master: Time Sheet 2

Add

Time Sheet	Mapping Table	Map Field	Action
Display Employee No	[0:off/1:on]	0	Edit
Including supervisor recoed	[0:off/1:on]	0	Edit
order by emp no or emp name	[0:emp name/1:emp no]	0	Edit
time sheet template download & upload	0:hide[Default] 1:Admin & sup 2:Admin only 3:Sup Only	0	Edit 3
time sheet template download & upload format	[DEFAULT]: shift code with day type (same column), [CUSTOM_1]: shift start, end hour with day type (diff column), [CUSTOM_2]: shift code with day type (diff column beside)	CUSTOM_2	Edit

5. Under the Map Field put "2" and click **Save**.

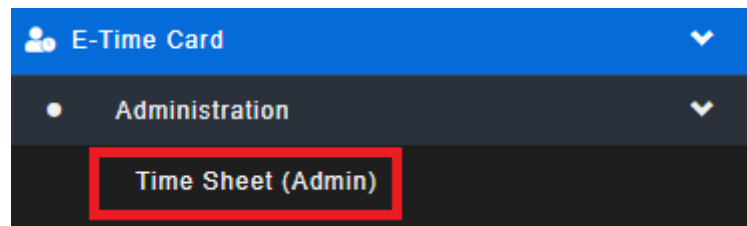
Control Information (*Required)

Select Control Master: Time Sheet

Add

Time Sheet	Mapping Table	Map Field	Action
Display Employee No	[0:off/1:on]	0	Edit
Including supervisor recoed	[0:off/1:on]	0	Edit
order by emp no or emp name	[0:emp name/1:emp no]	0	Edit 2
time sheet template dow	0:hide[Default] 1:Admin	1 2	Save Cancel
time sheet template download & upload format	[DEFAULT]: shift code with day type (same column), [CUSTOM_1]: shift start, end hour with day type (diff column), [CUSTOM_2]: shift code with day type (diff column beside)	CUSTOM_2	Edit

6. Once open the feature, go to **E-Time Card** -> **E-time Card Administration** -> **Time Sheet (Admin)**.

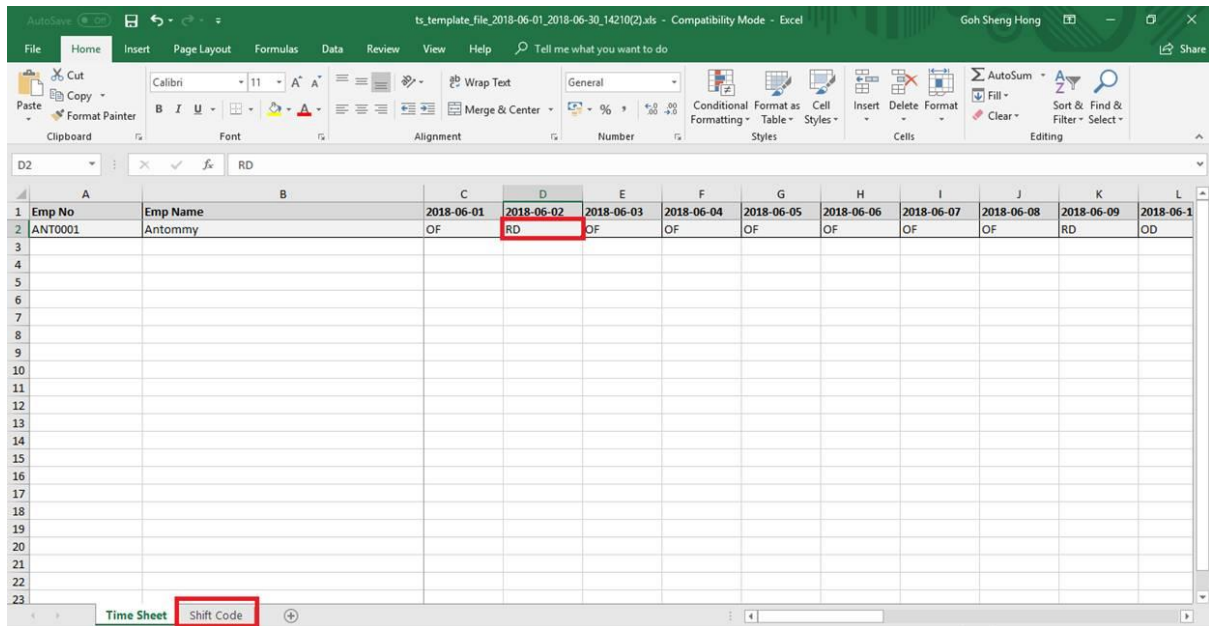


7. Select 2nd tab **Template**, go to **Download**.

8. Select the **Date range**, **Employee** and tick the **Including Shift Code**, then click **Download**.

A screenshot of a web application's 'Time Sheet Template' download form. The form is titled 'Time Sheet Template' and 'Time Sheet Report'. It features a 'Download' button at the top right, which is highlighted with a red box and the number 2. Below this, there are several input fields: 'Date Range' with a date picker showing '2020-03-01' to '2020-03-31' (highlighted with a red box and the number 3), 'Department' with a dropdown menu, 'Supervisor' with a dropdown menu, 'Employee' with a dropdown menu showing '513 selected' (highlighted with a red box and the number 4), and 'Including Shift Code' with a checkbox (highlighted with a red box and the number 5). A 'Download' button is also located at the bottom right of the form, highlighted with a red box and the number 6.

9. Download done and open the Excel file.
10. **Edit** the as screenshot highlight below for that day is work day or off day or rest day.
11. The shift code can view on the second tab of the excel file.



12. Once done complete the edit, save the excel file.
13. Go to **Template** -> **Upload** -> **Browse** and **select** the excel file has been saved.

