County Accounting Manual

UNIVERSITY OF MISSOURI
MU Extension

QuickBooks Payroll Time Sheets

You can use timesheets in QuickBooks to enter employee's time date and hours worked to create employee paychecks.   A payroll plan subscription is **not** required for payroll time tracking. QuickBooks Timesheets must be approved by the County Program Director. The hours entered is used by QuickBooks to calculate the paycheck gross salary.

Before using the employee timesheet, the following **setup** is required.
- Setup Time Tracking in Preferences.
- Edit Employee data file to use time tracking.

Set up QuickBooks for time tracking – QB Admin

Preferences

The QuickBooks **Administrator must login** to set the **Time Tracking Preference**.   You must be in Single-user Mode.

1. Open the **Time and Expenses** preferences:
2. Go to the **Edit** menu and click **Preferences**.
3. In the **Preferences** window, click **Time & Expenses** in the list on the left sidebar.
4. Click the **Company Preferences** tab.
5. For the **Do You Track Time?** option, click **Yes**.
6. In the **First Day of Work Week** drop-down list, choose the day on which you start tracking time each week. **Note:** The day you choose affects all weekly timesheets. For example, if you choose Monday, your timesheets begin with Monday.
7. **Uncheck Mark all time entries as billable** (if already checked).
8. Nothing should be checked under Invoicing Options.
9. Click **OK**.

Change User Login Permission – QB Admin

Add Time Tracking permission to the User's Login name.
1. Select **Company** from menu bar.
2. Select **Setup Users and Passwords**.
3. Select **Setup Users**.
4. Select **User Login Name**. Then Select **Edit Users**.
5. Click **Next** button until the Time Tracking Screen displays.
6. Select **Full Access**.
7. Select **Next** until Finish button displays. Then Select **Finish**.

Overtime Compensation

Overtime compensation pay is used <u>only</u> if approved by Extension Council. Otherwise, compensatory time off is taken. If overtime pay is approved, create a payroll item.

- Select **list** from menu bar.
- Select **Payroll Item List**.
- Select **Payroll Item button** at lower left corner of screen.
- Select **new**.
- Select **Custom Setup**, Select Next.
- Select **Wage**, Select Next.
- Select **Hourly Wages**, Select Next.
- Select **Overtime Pay**, Select Next.
- **Enter a name** for the Payroll Item (i.e. Overtime Compensation), Select Next.
- Select the appropriate time **pay rate**, Select **Next**.
- Select the apropriate **expense account** (i.e. 2730-Office Salaries).
- Select **Finish**.

Edit Employee Data file

1. Go to the **Employee Center.**
2. Select **Employees** tab.
3. Double-click the employee's name.
4. Select **Payroll Info** on left side.
5. Select **Use Time Data to Create Paychecks.**
6. Select appropriate **Salary hourly or Monthly, Sick hourly or monthly, Vacation hourly or monthly, Overtime Compensation.**
7. Click **OK.**
8. **Repeat above steps for each employee.**

Once the Time Tracking Preference and Employee's File have been updated, then time hours may be entered into the weekly timesheets.

Create Weekly Timesheets

1. Open the **Employee Center** from menu bar.
2. Select **Employees Tab**.
3. Select **Employee name**.
4. At the top of the Employee Center screen, select **Enter Time** button.
5. Select **Use Weekly timesheet**.
6. Select the appropriate weekly **date range**.
7. Skip the first 2 columns (Customer and Service Item).
8. Select appropriate **payroll item** (Salary-Monthly, Salary-Hourly, Vacation, Sick Leave, Overtime).
9. Enter **notes** (optional).
10. Select appropriate **Class code**. Note in sample below how to divide hours between classes, and report sick and vacation hours. Select **Save and Close**.

> Also, you can go to…..
>
> Select **Employees** from menu bar.
> Select **Enter time.**
> Select **Use Weekly timesheet**.
> Select Employee name from down arrow.
>
> ← go to step 6

Timesheet

NAME Burnett, Carol   WEEK OF Aug 12 to Aug 18, 2013

CU...	SER...	PAYROLL ITEM	NOTES	CLASS	M 12	TU 13	W 14	TH 15	F 16	SA 17	SU 18	TOTAL	
		Overtime Compensation		3000-Education and Services:3300-...	2:00							2:00	
		SALARY - HOURLY	Week of August 12	1000-County Appropriations	8:00		8:00	8:00				24:00	
		Sick Hourly Rate		1000-County Appropriations		8:00						8:00	
		Vacation Hourly Rate		1000-County Appropriations					8:00			8:00	
												0:00	
				Totals	10...	8:00	8:00	8:00	8:00	0:00	0:00	42:00	

Wrap text in Notes field

Create Paycheck

Follow the procedure to [create a paycheck](#). In the employee paycheck screen, the hours entered in the weekly timesheet will carry forward, and the salary amounts will be calculated.   The sample paycheck screen below represents a consolidation of multiple weekly timesheets.
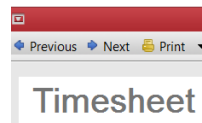

Payroll Timesheet Reports

Weekly or Monthly timesheets may be printed.

Weekly Timesheet

Print separately each weekly timesheet.

- At top left of Timesheet screen, select **Print button**.
- Select appropriate **date range**.
- Appropriate employee **name**(s) should be selected.
- Select **OK**. Select **Print button**.

Monthly Timesheet

QuickBooks does not have a configuration for a monthly timesheet report. However, you can retrieve a shared report that Mary Ann Horvath submitted to the **Contributed Reports**. This report combines all weekly timesheet data into a monthly report.   The Monthly Timesheet template may be memorized and saved to your memorized report list.

Retrieve Monthly Timesheet Report Template

- Select **Reports** from menu bar.
- Select **Reports Center**.
- Select **Contributed Tab** at top of screen. (it may take a few seconds to download reports).
- At top right of screen, enter **horvath** or **cr17056** (this is the report ID) or **timesheet** in the search field. Press Enter or select the search tool.
- The report name is **Timesheet by Name Detail**.

- Select the **Run** button to open the report. Your data will display if timesheet hours exist.   See sample report   →
- **Memorize** the report to your Memorized Report List, and enter a report name.

The Timesheet Report may be attached to the Payroll Summary Report.
Both documents need ==**county program director approval**==.