



## Time Entry & Approval Quick Reference

### How to Apply an Accounting Unit Change to an existing Shift

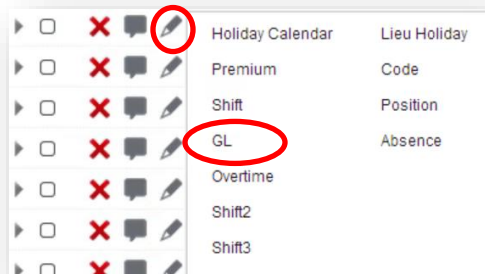
- Once you have the employee's timesheet loaded (ensure you have input a shift the employee worked).

Timesheet Selection   ◀ 08/31/2019 - 09/13/2019 ▶

Employee: Brown, Monica

<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Scheduled Hours	Start	End	Time Code Summary	Hour Type Summary
▶	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		08/31/2019	Sat		
▶	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		09/01/2019	Sun		
▶	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	07.50	08:30	16:30		
▶	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	07.50	08:30	16:30	WRK 7.50	REG 7.50, UNPAID 0.50
▶	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	07.50	08:30	16:30	WRK 7.50	REG 7.50, UNPAID 0.50

- Click on the **Pencil** of the date you want to charge out; Select GL (General Ledger) override.




Here you will have to input the Company number (1 – SMH-site, 22 – PHC site, 31 –SJHC site) along with the 9 digit accounting unit/cost centre number, then click Submit.

**Override - GL: Brown, Monica -**

Delete  Company-Acct Unit (eg. 99-1234567) Activity  Start Time Date  Start Time  End Time  Override Comment


31-719203910

- To see the Accounting information just change you applied click on the Twisty icon (  ) to the left of the date which will open the work details. You can view the GL details under Company – Acct Unit as shown below.



Work Date	Start Time	End Time	Hours	Time Code	Hour Type	Position	Activity	Company-Acct Unit (eg. 99-1234567)
09/03/2019	08:30	13:00	4.50	WRK	REG	0 - Default	0 - Default	31-719203910 - Fitness Centre,
09/03/2019	13:00	13:30	0.50	BRK-UNPAID	UNPAID	0 - Default	0 - Default	31-719203910 - Fitness Centre,
09/03/2019	13:30	16:30	3.00	WRK	REG	0 - Default	0 - Default	31-719203910 - Fitness Centre,

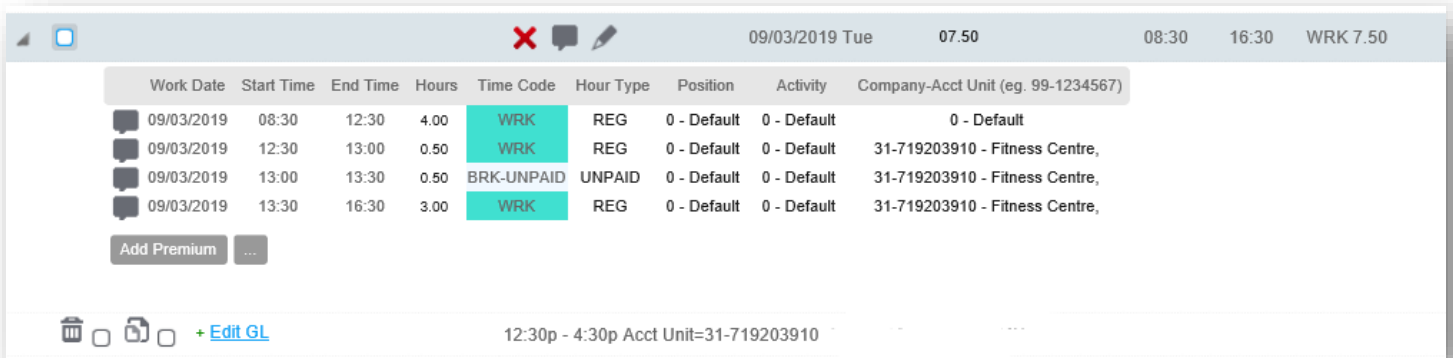
- If the accounting information is to only apply to a portion of the day/shift, input the start end time where it should apply.

 **Override - GL:** Brown, Monica - 1001481 - 09/03


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Delete  Company-Acct Unit (eg. 99-1234567) Activity Start Time Date Start Time End Time Override Comment

31-719203910  09/03/2019

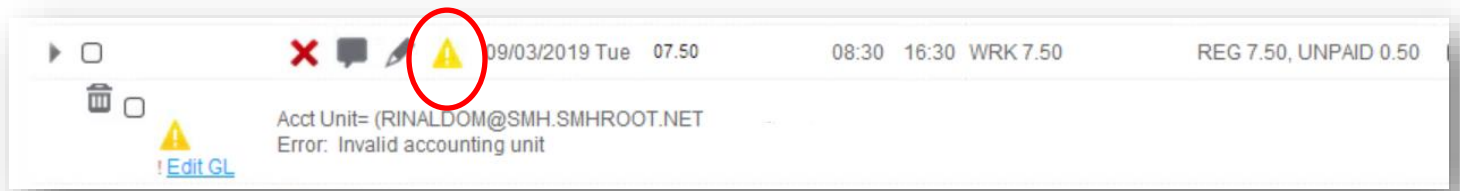


Work Date	Start Time	End Time	Hours	Time Code	Hour Type	Position	Activity	Company-Acct Unit (eg. 99-1234567)
09/03/2019	08:30	12:30	4.00	WRK	REG	0 - Default	0 - Default	0 - Default
09/03/2019	12:30	13:00	0.50	WRK	REG	0 - Default	0 - Default	31-719203910 - Fitness Centre,
09/03/2019	13:00	13:30	0.50	BRK-UNPAID	UNPAID	0 - Default	0 - Default	31-719203910 - Fitness Centre,
09/03/2019	13:30	16:30	3.00	WRK	REG	0 - Default	0 - Default	31-719203910 - Fitness Centre,

  12:30p - 4:30p Acct Unit=31-719203910

Note: An Activity may be inserted if the account unit coding requires sub account information.

WARNINGS: If an incorrect accounting unit is entered in the system will display a yellow triangle which advises that the account is invalid.



Please reach out to the team/department/unit to double check the account. Or alternatively reach out to your financial contact as the timesheet cannot be processed when a timesheet error exists.