

# PayBiz – My Timesheets Import

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20/10/2020

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## MyTimesheets by Timehub

<https://mytimesheets.co> - Web version  
<https://mytimesheets.co/app> - App version

MyTimesheets by TimeHub, <https://www.timehub.co.nz/mytimesheets/> is a digital alternative to paper timesheets and tally sheets.

Staff enter their work details via their mobile phones, either online or offline, and once synced when back in service, the data can be downloaded from the cloud and imported into Paybiz to create the tally sheet and payslips lines.

Please contact TimeHub directly for full details or to start using MyTimesheets.

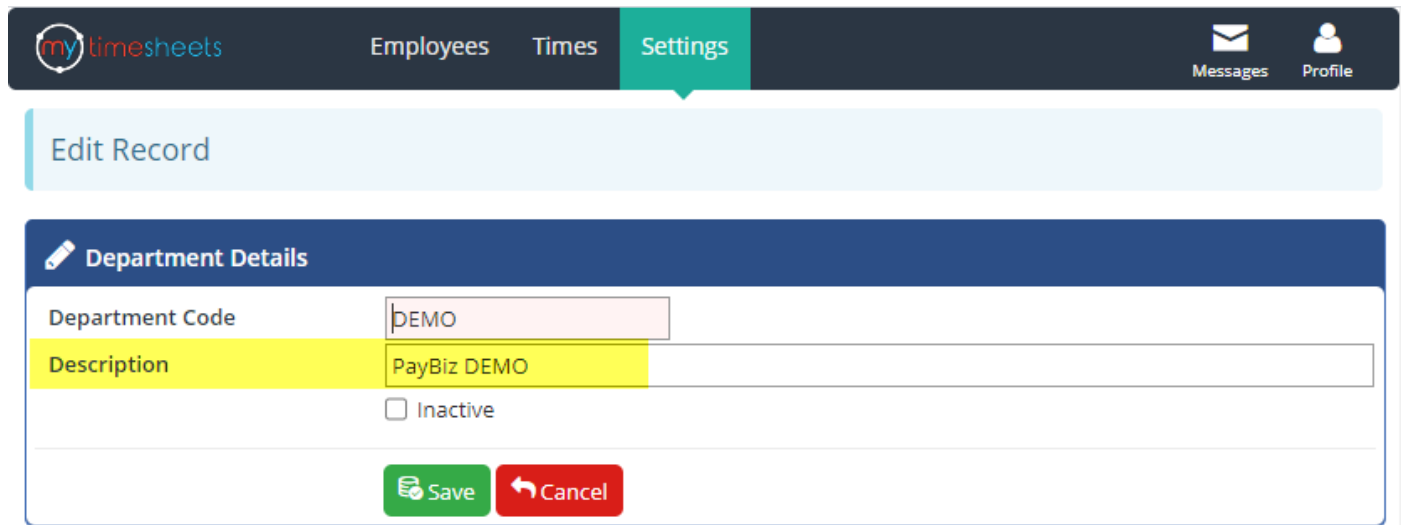
## Using MyTimesheets with Paybiz

The fields in MyTimesheets that are directly mapped to Paybiz are:

MyTimesheets field	Paybiz field
Employee: Payroll Code	Employee: Code
Department: Description	Company Name
Cost Centre L2: Payroll Code	Job / Tally Sheet Number
Pay Code: Payroll Code 1	Pay Type: Pay Type

All other fields in MyTimesheets are user definable.

## Department Setup



The screenshot shows the 'my timesheets' interface with a navigation bar containing 'Employees', 'Times', and 'Settings' (highlighted). On the right, there are icons for 'Messages' and 'Profile'. Below the navigation bar is an 'Edit Record' button. The main content area is titled 'Department Details' and contains a form with the following fields:

Department Code	DEMO
Description	PayBiz DEMO
	<input type="checkbox"/> Inactive

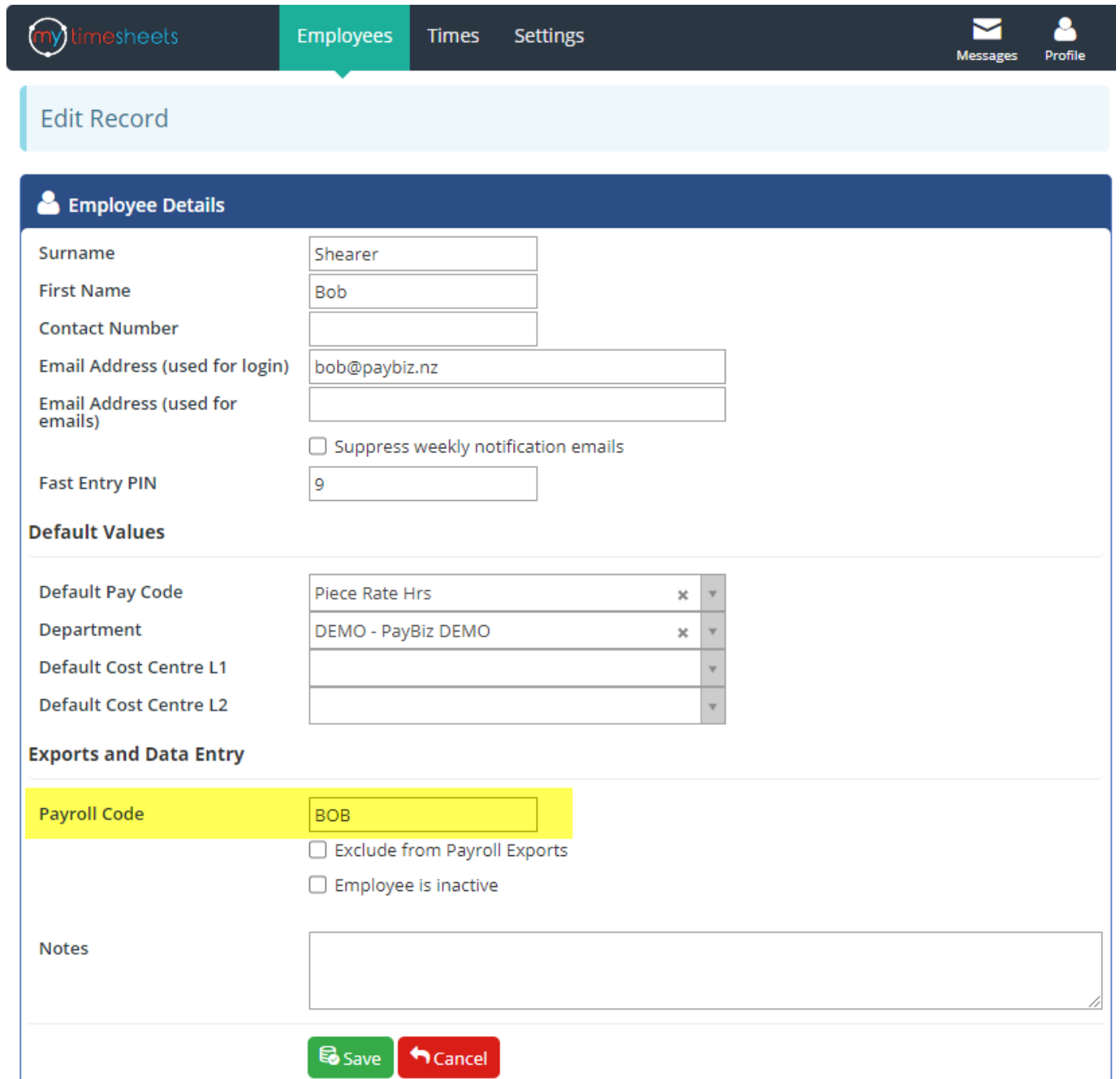
At the bottom of the form are two buttons: a green 'Save' button and a red 'Cancel' button.

Figure 1: MyTimesheets Department setup

\*\*\* Ensure the Description exactly matches the Company Name in Paybiz.

## Employee Setup

Employees need to be set up in the MyTimesheets app. These can be imported from a csv file and Shebiz can assist with the generation of this.



The screenshot shows the 'Employee Details' form in the MyTimesheets app. The form is divided into several sections: 'Employee Details', 'Default Values', and 'Exports and Data Entry'. The 'Employee Details' section includes fields for Surname (Shearer), First Name (Bob), Contact Number, Email Address (used for login) (bob@paybiz.nz), Email Address (used for emails), and Fast Entry PIN (9). There is also a checkbox for 'Suppress weekly notification emails'. The 'Default Values' section includes dropdown menus for Default Pay Code (Piece Rate Hrs), Department (DEMO - PayBiz DEMO), Default Cost Centre L1, and Default Cost Centre L2. The 'Exports and Data Entry' section includes a highlighted 'Payroll Code' field with the value 'BOB', and two checkboxes: 'Exclude from Payroll Exports' and 'Employee is inactive'. A 'Notes' field is also present. At the bottom, there are 'Save' and 'Cancel' buttons.

Employee Details	
Surname	Shearer
First Name	Bob
Contact Number	
Email Address (used for login)	bob@paybiz.nz
Email Address (used for emails)	
	<input type="checkbox"/> Suppress weekly notification emails
Fast Entry PIN	9

Default Values	
Default Pay Code	Piece Rate Hrs x ▼
Department	DEMO - PayBiz DEMO x ▼
Default Cost Centre L1	▼
Default Cost Centre L2	▼

Exports and Data Entry	
Payroll Code	BOB
	<input type="checkbox"/> Exclude from Payroll Exports
	<input type="checkbox"/> Employee is inactive
Notes	

Figure 2: MyTimesheets Employee setup

\*\*\* Ensure the Payroll Code exactly matches the Employee Code in Paybiz.

## Paybiz Job/Tally Sheet Setup

Paybiz Main Menu > Payroll > Job/Tally Sheets

The Job/Tally Sheet needs to be created in Paybiz before the job begins so that the job number can be entered in to MyTimesheets

Create the tally sheet header with the Debtor and Dates and click save to generate the Job/Tally sheet Number.

Tally Sheet : Enquire/Change ×

Job/Tally Sheet No	<input type="text" value="4037"/>	Charged	<input type="text" value="0.00"/>
Client	<input type="text" value="BROWF"/> Farmer Brown	ACC	<input type="text" value="0.00"/>
Date In	<input type="text" value="14/10/2020"/>	Date Out	<input type="text" value="16/10/2020"/> <input type="text" value="3"/>
Order No	<input type="text"/>	Default Hours	<input type="text" value="0.00"/>
Payroll Date	<input type="text" value="14/10/2020"/>	Days the Hours represent	<input type="text" value="1"/>
		Wages	<input type="text" value="0.00"/>
		Running Costs	<input type="text" value="0.00"/>
		Cost %	<input type="text" value="0.00"/>

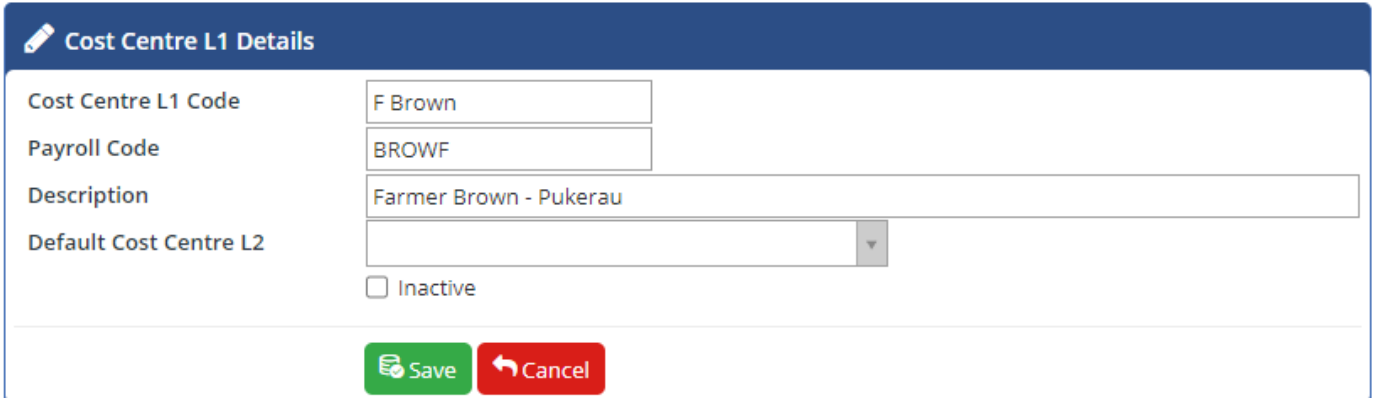
Lines
Invoicing
Job / Comments
eBiz
Risk Checklist
Documents

Figure 3: Job/Tally Sheet setup

## Cost Centre Setup

Paybiz only uses Cost Centre L2 in MyTimesheets.  
This is the Paybiz Job/Tally Sheet Number.

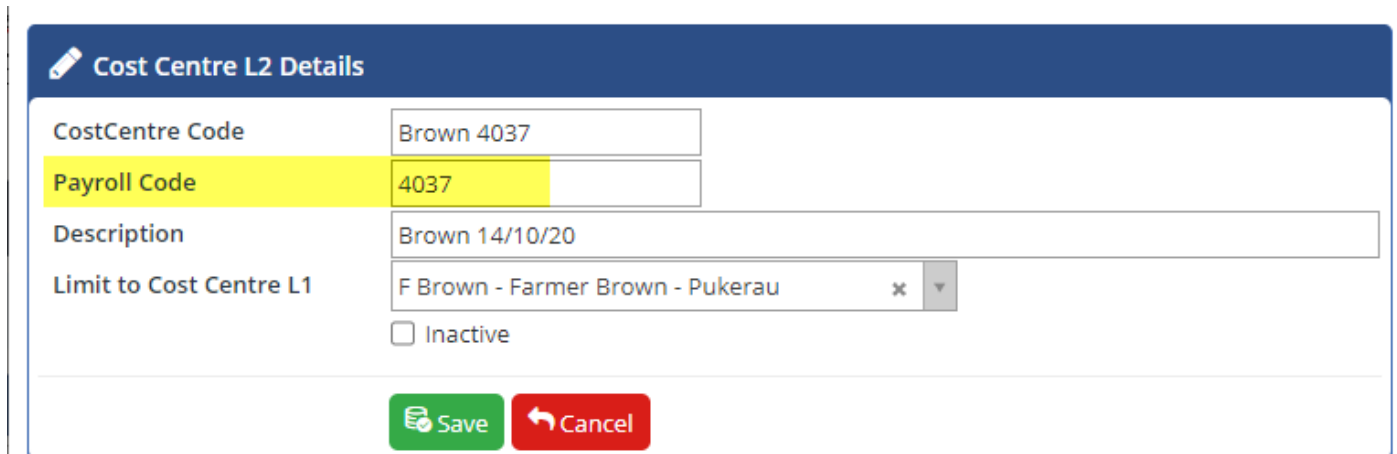
You may wish to use Cost Centre L1 for the Debtor.  
This allows you to report by Debtor in the MyTimesheets app.



The screenshot shows the 'Cost Centre L1 Details' form. It includes the following fields: 'Cost Centre L1 Code' with the value 'F Brown', 'Payroll Code' with the value 'BROWF', and 'Description' with the value 'Farmer Brown - Pukerau'. There is a dropdown menu for 'Default Cost Centre L2' which is currently empty. Below the dropdown is an 'Inactive' checkbox which is unchecked. At the bottom of the form are two buttons: a green 'Save' button and a red 'Cancel' button.

Figure 4: Example Cost Centre L1 setup

The **Description** is what appears in the App the staff use, so ensure this is something they recognize.  
The **Payroll Code** is not currently used, but you may choose to use the Paybiz Debtor Alpha Key so it is easy to identify in reports.



The screenshot shows the 'Cost Centre L2 Details' form. It includes the following fields: 'CostCentre Code' with the value 'Brown 4037', 'Payroll Code' with the value '4037', and 'Description' with the value 'Brown 14/10/20'. There is a dropdown menu for 'Limit to Cost Centre L1' with the value 'F Brown - Farmer Brown - Pukerau'. Below the dropdown is an 'Inactive' checkbox which is unchecked. At the bottom of the form are two buttons: a green 'Save' button and a red 'Cancel' button.

Figure 5: Cost Centre L2 setup

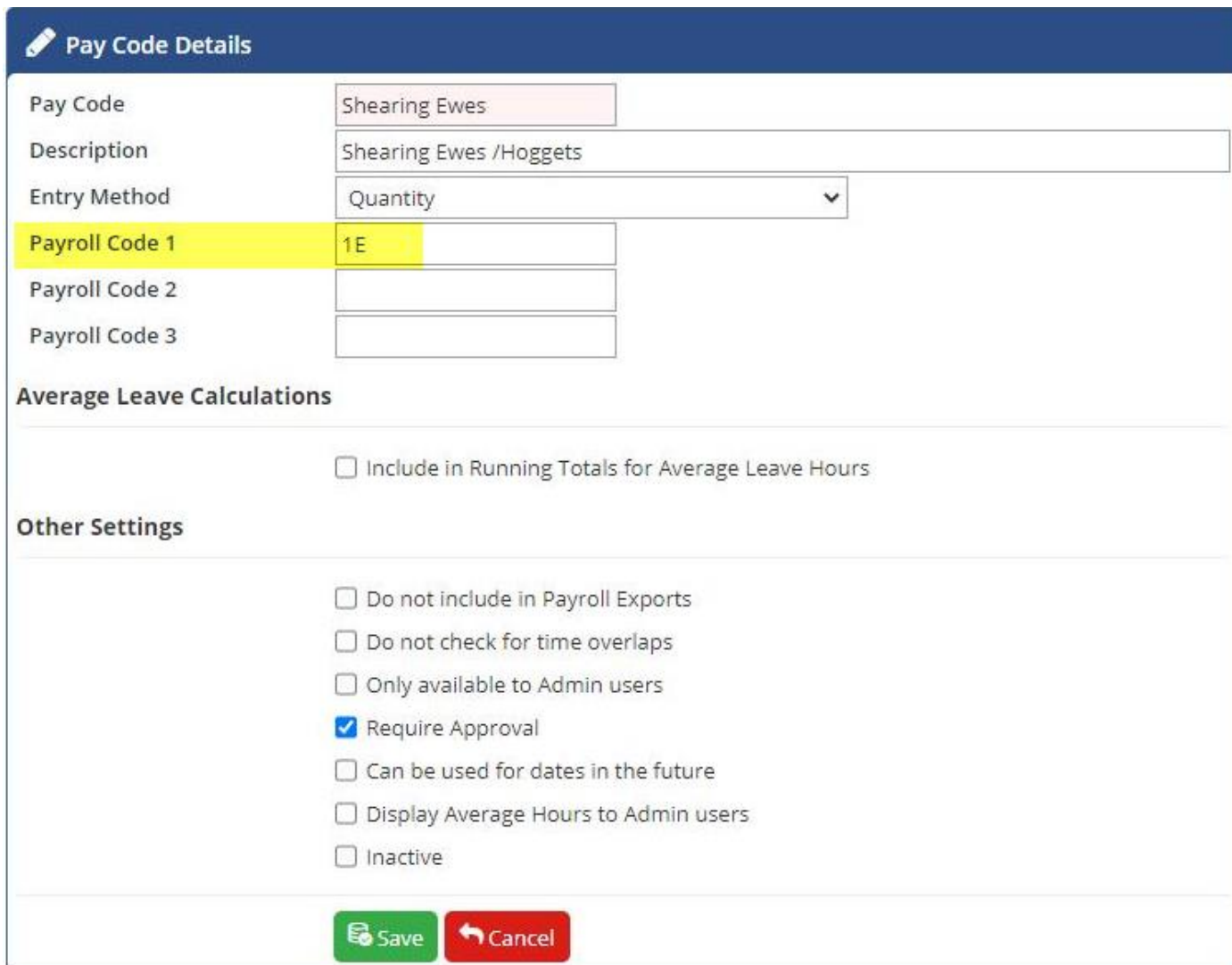
**\*\*\* Ensure the Payroll Code exactly matches the Job/Tally Sheet Number in Paybiz.**

Again, it is the **Description** that is visible in the App, so set this to something the staff will recognize to ensure the timesheet / tally sheet details are entered against the correct job.

## Pay Code Setup

The Pay Codes in MyTimesheets need to be mapped to Pay Types in Paybiz. This is done using the **Payroll Code 1** field in MyTimesheets.

You can map more than one MyTimesheets Pay Code to the same Paybiz Pay Type.



The screenshot shows the 'Pay Code Details' form for 'Shearing Ewes'. The form includes the following fields and options:

- Pay Code:** Shearing Ewes
- Description:** Shearing Ewes /Hoggets
- Entry Method:** Quantity (selected from a dropdown menu)
- Payroll Code 1:** 1E (highlighted in yellow)
- Payroll Code 2:** (empty)
- Payroll Code 3:** (empty)

**Average Leave Calculations**

- Include in Running Totals for Average Leave Hours

**Other Settings**

- Do not include in Payroll Exports
- Do not check for time overlaps
- Only available to Admin users
- Require Approval
- Can be used for dates in the future
- Display Average Hours to Admin users
- Inactive

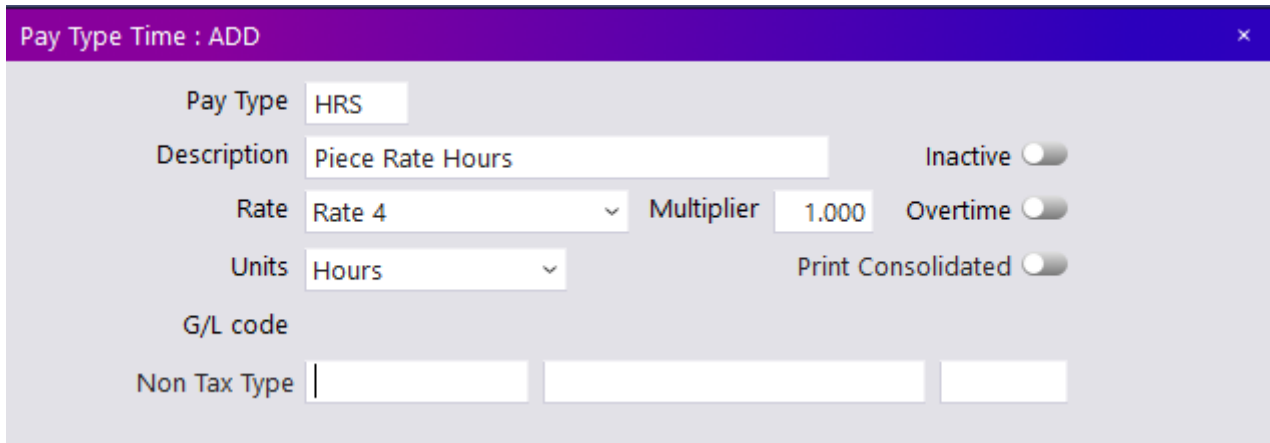
At the bottom of the form are two buttons: a green 'Save' button and a red 'Cancel' button.

Figure 6: Shearing Pay Code setup

**\*\*\* Ensure the Payroll Code exactly matches the Pay Type Code in Paybiz.**

For piece rates ensure that **Quantity** is selected for the **Entry Method**.

A separate pay code is used to capture the hours for staff paid piece rates. A **Time Pay Type** is needed in Paybiz to map this to.



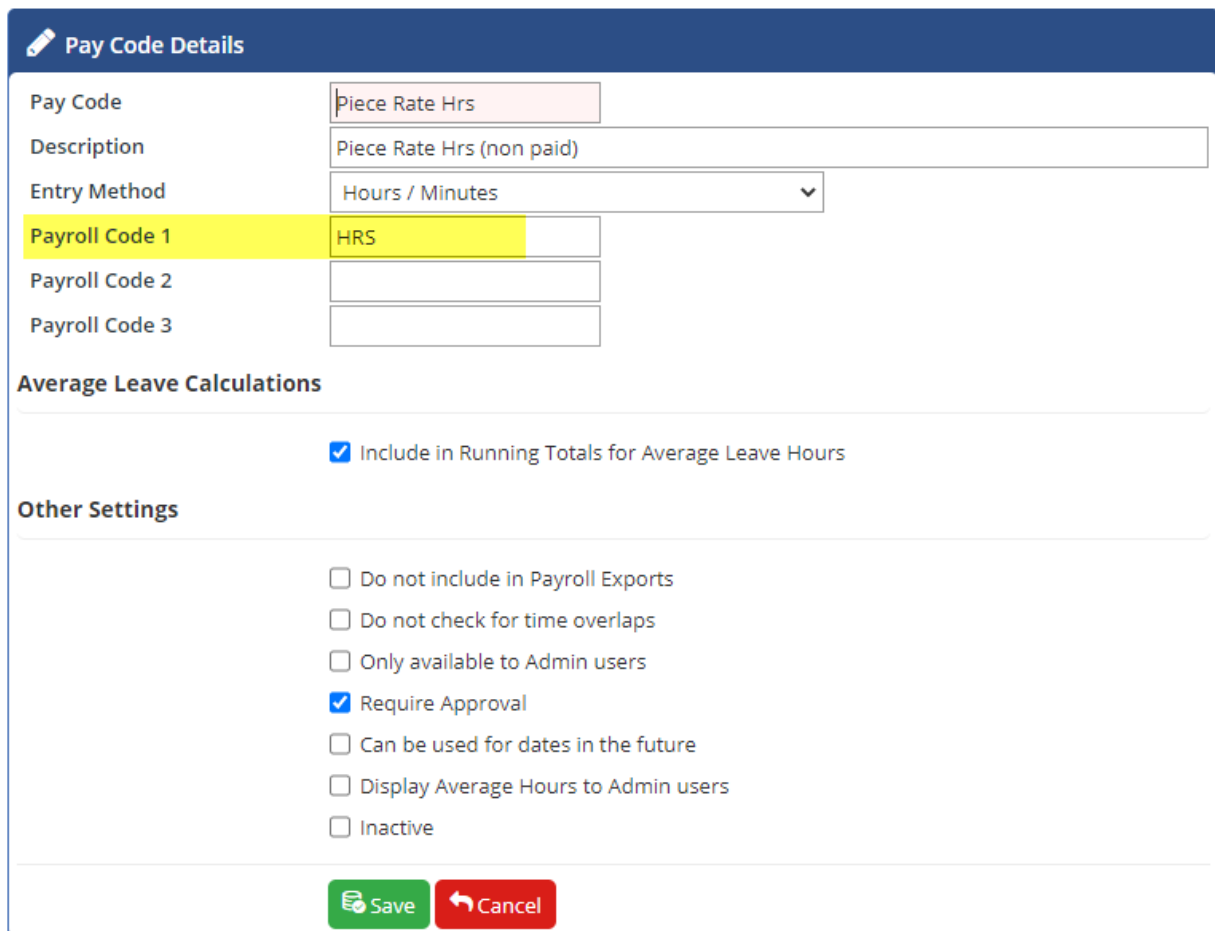
The screenshot shows a form titled "Pay Type Time : ADD" with the following fields and values:

- Pay Type: HRS
- Description: Piece Rate Hours
- Rate: Rate 4 (dropdown)
- Multiplier: 1.000
- Units: Hours (dropdown)
- G/L code: (empty)
- Non Tax Type: (empty)
- Inactive:
- Overtime:
- Print Consolidated:

Figure 7: Time Pay Type for Piece Rate Hours

Set the **Rate** to a Rate Value that is not used or has a value of Zero (0.00) on employee records. This will ensure it is used for capturing the hours only and does not print on the payslip or contribute to income.

In MyTimesheets time/hourly rates have two methods of entry. One uses a Start / Stop timer so staff 'clock in' at the start of each day and 'clock out' at the end of each day. The other simply allows entry of the total hours as a quantity.



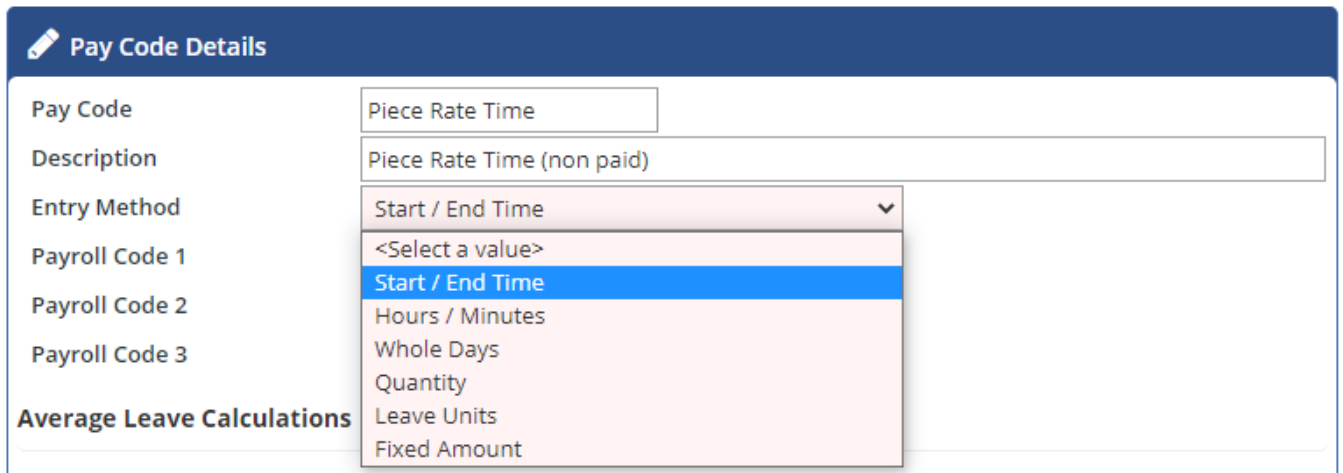
The screenshot shows a form titled "Pay Code Details" with the following fields and values:

- Pay Code: Piece Rate Hrs
- Description: Piece Rate Hrs (non paid)
- Entry Method: Hours / Minutes (dropdown)
- Payroll Code 1: HRS
- Payroll Code 2: (empty)
- Payroll Code 3: (empty)
- Average Leave Calculations:
  - Include in Running Totals for Average Leave Hours
- Other Settings:
  - Do not include in Payroll Exports
  - Do not check for time overlaps
  - Only available to Admin users
  - Require Approval
  - Can be used for dates in the future
  - Display Average Hours to Admin users
  - Inactive

Buttons: Save, Cancel

Figure 8: Pay Code setup for Hours by entering the quantity





**Pay Code Details**

Pay Code: Piece Rate Time

Description: Piece Rate Time (non paid)

Entry Method: Start / End Time (dropdown menu open)

Payroll Code 1: <Select a value>

Payroll Code 2: Start / End Time

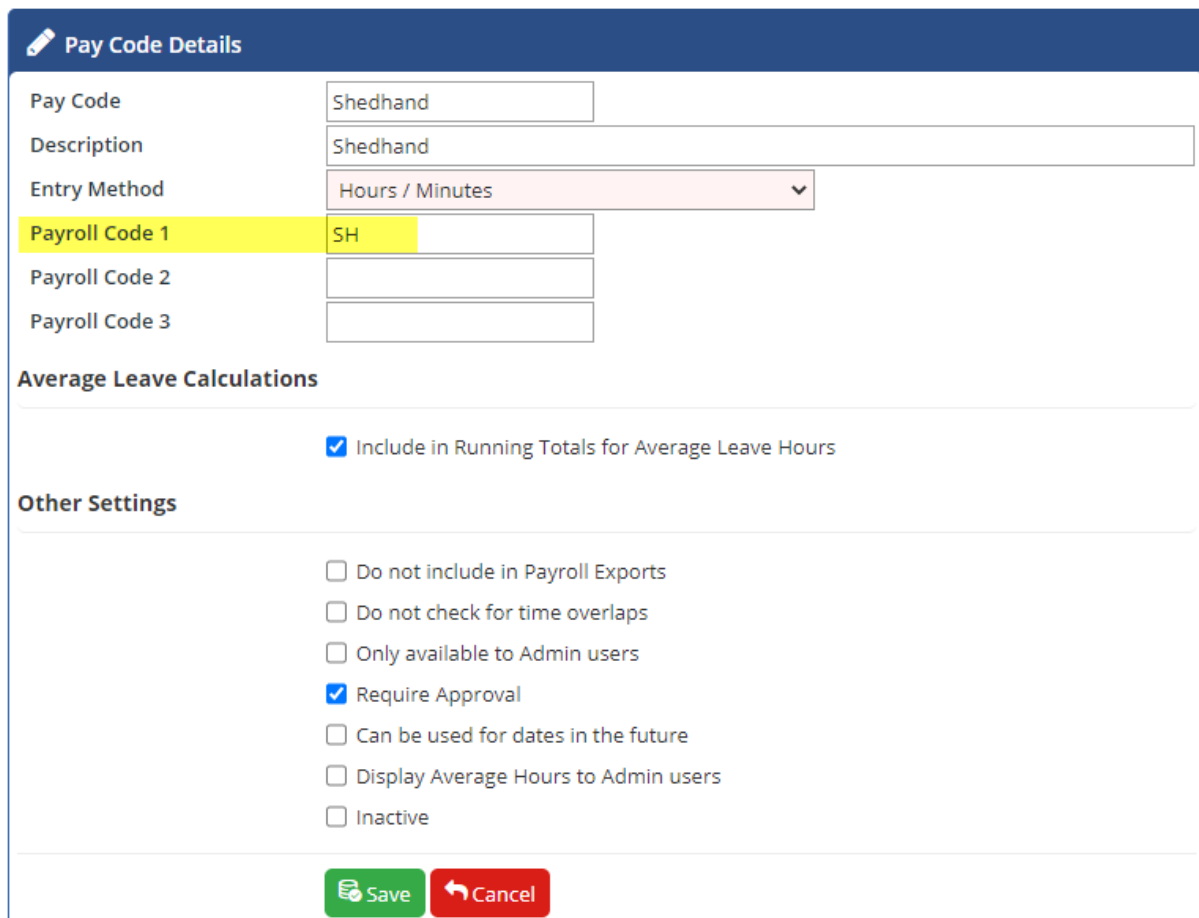
Payroll Code 3: Hours / Minutes

Average Leave Calculations: Whole Days, Quantity, Leave Units, Fixed Amount

Figure 9: Pay Code setup for Hours by entering Start/End times

\*\*\* Ensure the Payroll Code 1 exactly matches the Pay Type Code in Paybiz.

Paid hours, such as for Ordinary or Shedhand time, are set up in the same way, and map to a Paybiz Time Pay Type.



**Pay Code Details**

Pay Code: Shedhand

Description: Shedhand

Entry Method: Hours / Minutes

Payroll Code 1: SH

Payroll Code 2:

Payroll Code 3:

**Average Leave Calculations**

Include in Running Totals for Average Leave Hours

**Other Settings**

Do not include in Payroll Exports

Do not check for time overlaps

Only available to Admin users

Require Approval

Can be used for dates in the future

Display Average Hours to Admin users

Inactive

Save Cancel

Figure 10: Example Shedhand Pay Code

## Import to Paybiz

Approve the timesheets in MyTimesheets web version and export. This creates a CSV file.

Paybiz Main Menu > Tools > MyTimesheets Import

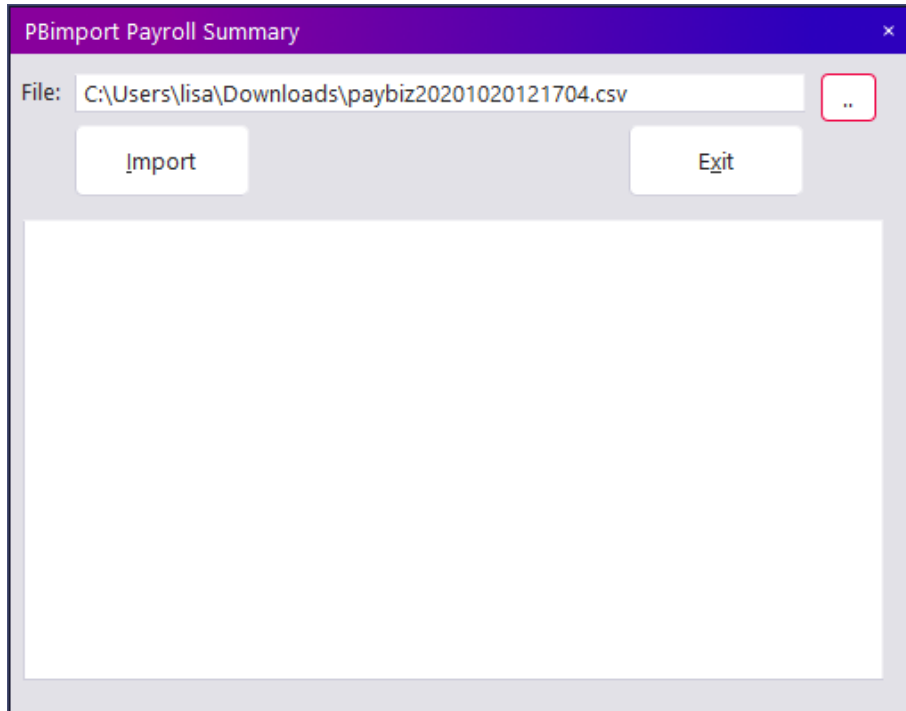
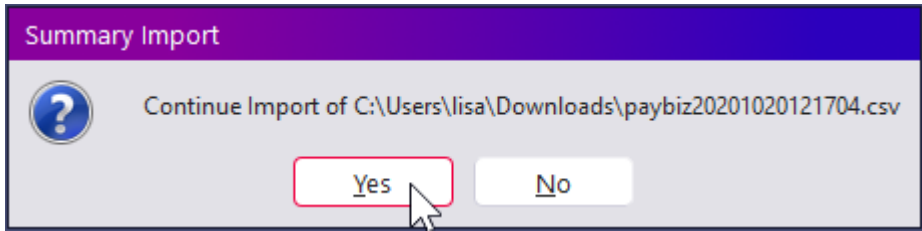


Figure 11: Import My Timesheets in Paybiz

Field	Description
File ..	Click the button to browse to the location of the CSV file exported from MyTimesheets
Import button	Click to Import the data. This will generate job/tally sheet lines for any records with a Cost Centre 2 entered and will generate pay slip lines for records without a Cost Centre 2 value.  Click <b>Yes</b> on the confirmation prompt that appears:
	
Bottom window	All messages will be displayed here
Exit button	Close the window