

SmoothPay's add-on, Remote Timesheets LITE is an easy to use tool for collecting timesheet data from remote sites (companies) where payroll is hosted and processed at a central location (head office).

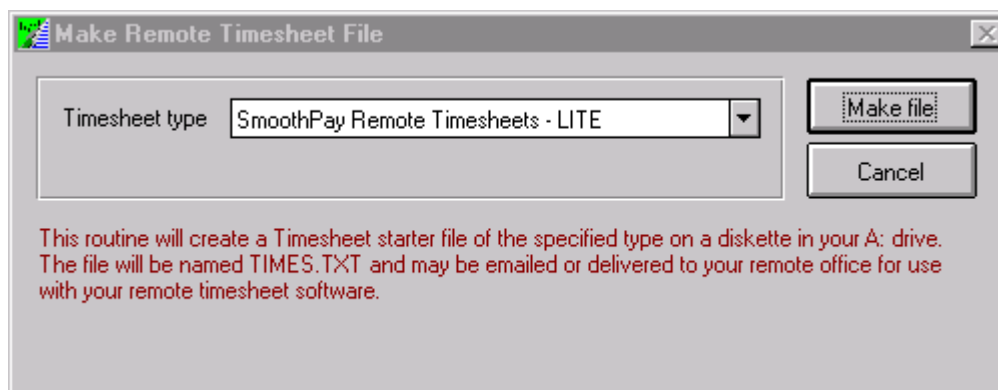
Remote Timesheets LITE is available from our website and from SmoothPay CD's later than v4.7.

The following steps describe the typical process:

HEAD OFFICE

Create a seed timesheet file for transfer to remote site

Start SmoothPay Payroll, choose Wizards..Make Timesheet File, choose the Remote Timesheets LITE option then Make File.



You will need to put a diskette in drive A: to contain the generated file called TIMES.TXT.

Transfer the seed timesheet file to the remote site

The diskette permits the file to be posted or couriered, or for the diskette to be transferred to any pc having an internet connection for emailing of the TIMES.TXT file to your remote site. For simplicity, there are no other options provided.

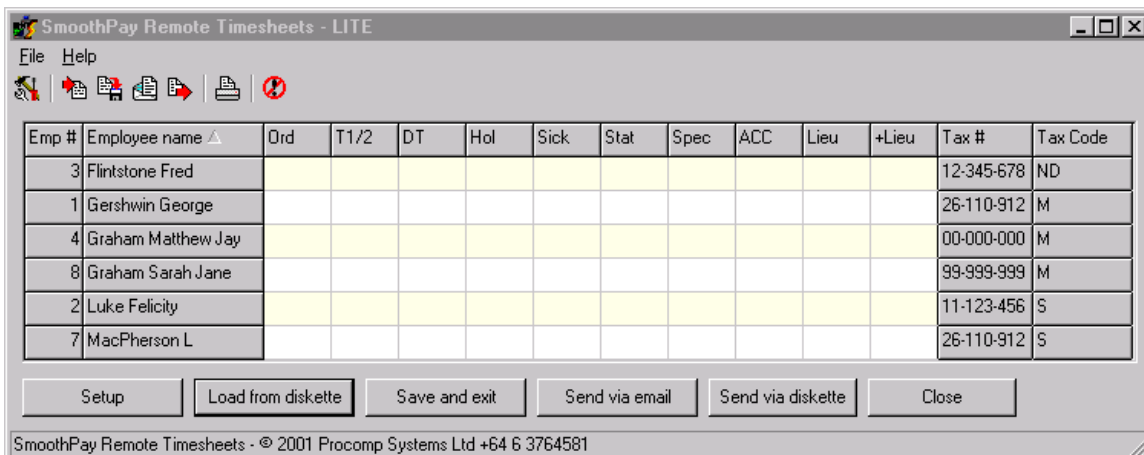
How often should the file be created and sent?

The seed file should be created after any new employee's have been added, and should be re-made prior to each pay period, as the LITE version does not permit adding new employees.

REMOTE OFFICE

Load the seed file at the remote site

Start Remote Timesheets LITE. If it has been used before, the last used timesheet file will be loaded and displayed by default.



To load the new seed timesheet file, choose Load From Diskette.

Timesheet entries

Enter the hours worked in each of the categories provided for each employee. You can print a copy of your entries for checking at any time by choosing the Printer icon from the toolbar.

Send completed timesheet entries back to head office

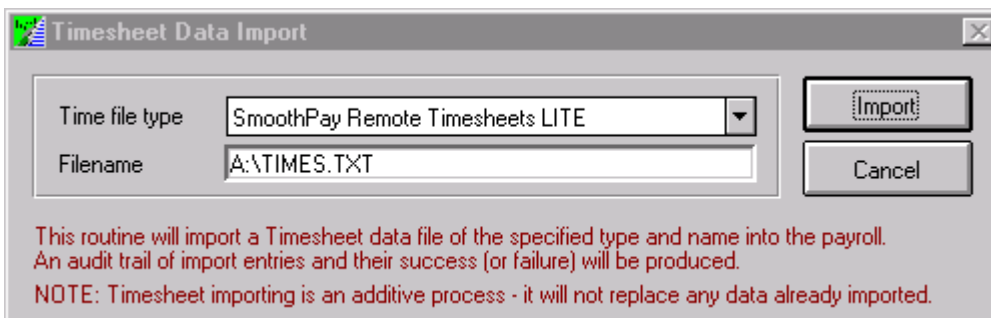
Once you have completed entries for ALL employees, choose the Send via Diskette option, or Send Via Email to send direct from your computer (internet and email connection must be set up correctly for this to work). Alternatively, use the Send via diskette option to email the file from a different computer, or to send via courier.

HEAD OFFICE

Load remote timesheet data received from remote site

The easiest way to do this is via diskette sent from the remote site, or to save the TIMES.TXT file attached to the email sent from the remote site to diskette.

Start SmoothPay, choose Wizards..Timesheet Import



All data imported is ADDED to any current entries that the employee may already have (special allowances etc), or if they don't have any entries then any default pay entries will be loaded before the new timesheet data is added.

Note that employee default pay entries used with any timeclock or timesheet system should have default pay rates, allowances, deductions and net pay accounts all set up, but should not have any hours entered in their default pay entries.

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