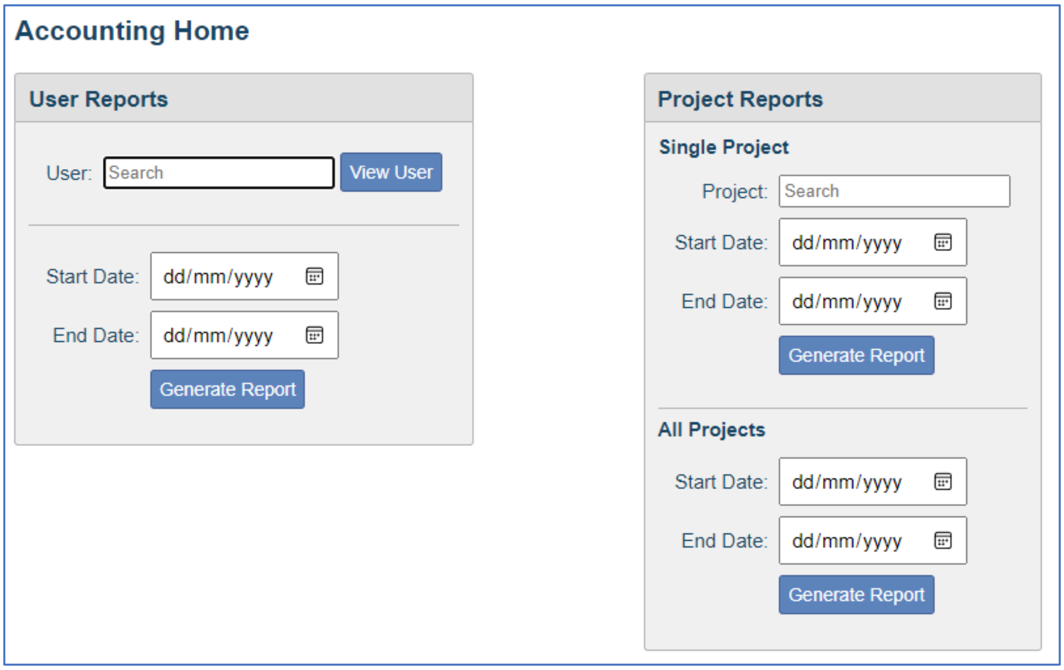
Segula UK Timesheet - Accounting Guide

The Accounting role allows you to generate accounting reports, adjust expected hours and holiday allowances for users, and view annual overviews for them.

Accounting Home

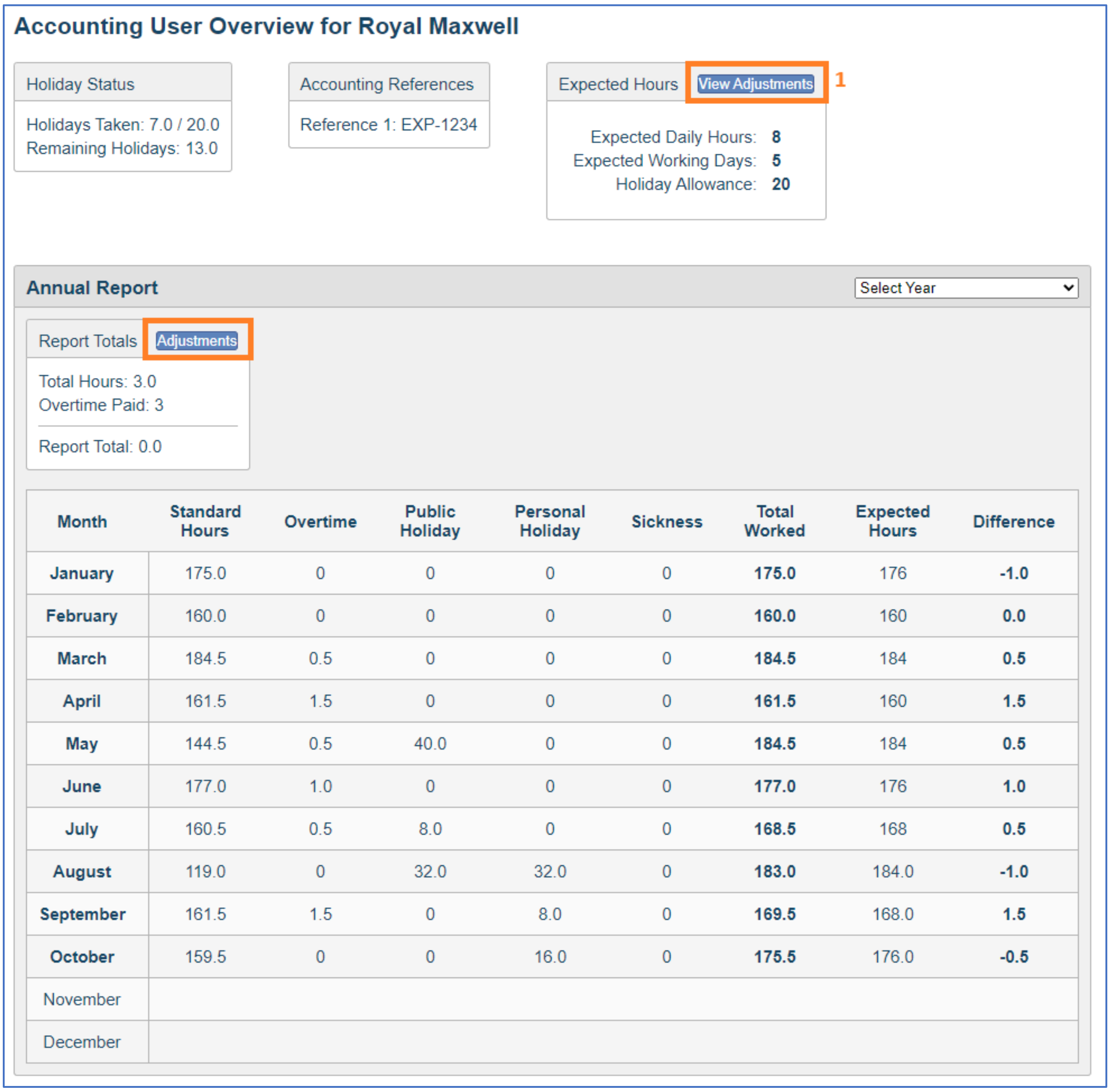
All report functions are available from the Accounting role start page.
To generate a report, simply put in the start/end date for the report and select the project/user through the search if required. The system will generate an Excel file for the report.



Note: Selecting a valid user/project from the list is required. You cannot generate a report based on an entered search term.

Accounting User Overview

To view the accounting details for a user and adjust their holiday allowance/expected hours, select a user through the search and click on “View User” instead of “Generate Report”.


Accounting User Overview for Royal Maxwell

Holiday Status

Holidays Taken: 7.0 / 20.0
Remaining Holidays: 13.0

Accounting References

Reference 1: EXP-1234

Expected Hours View Adjustments 1

Expected Daily Hours: 8
Expected Working Days: 5
Holiday Allowance: 20

Annual Report Select Year

Report Totals Adjustments

Total Hours: 3.0
Overtime Paid: 3

Report Total: 0.0

Month	Standard Hours	Overtime	Public Holiday	Personal Holiday	Sickness	Total Worked	Expected Hours	Difference
January	175.0	0	0	0	0	175.0	176	-1.0
February	160.0	0	0	0	0	160.0	160	0.0
March	184.5	0.5	0	0	0	184.5	184	0.5
April	161.5	1.5	0	0	0	161.5	160	1.5
May	144.5	0.5	40.0	0	0	184.5	184	0.5
June	177.0	1.0	0	0	0	177.0	176	1.0
July	160.5	0.5	8.0	0	0	168.5	168	0.5
August	119.0	0	32.0	32.0	0	183.0	184.0	-1.0
September	161.5	1.5	0	8.0	0	169.5	168.0	1.5
October	159.5	0	0	16.0	0	175.5	176.0	-0.5
November								
December								

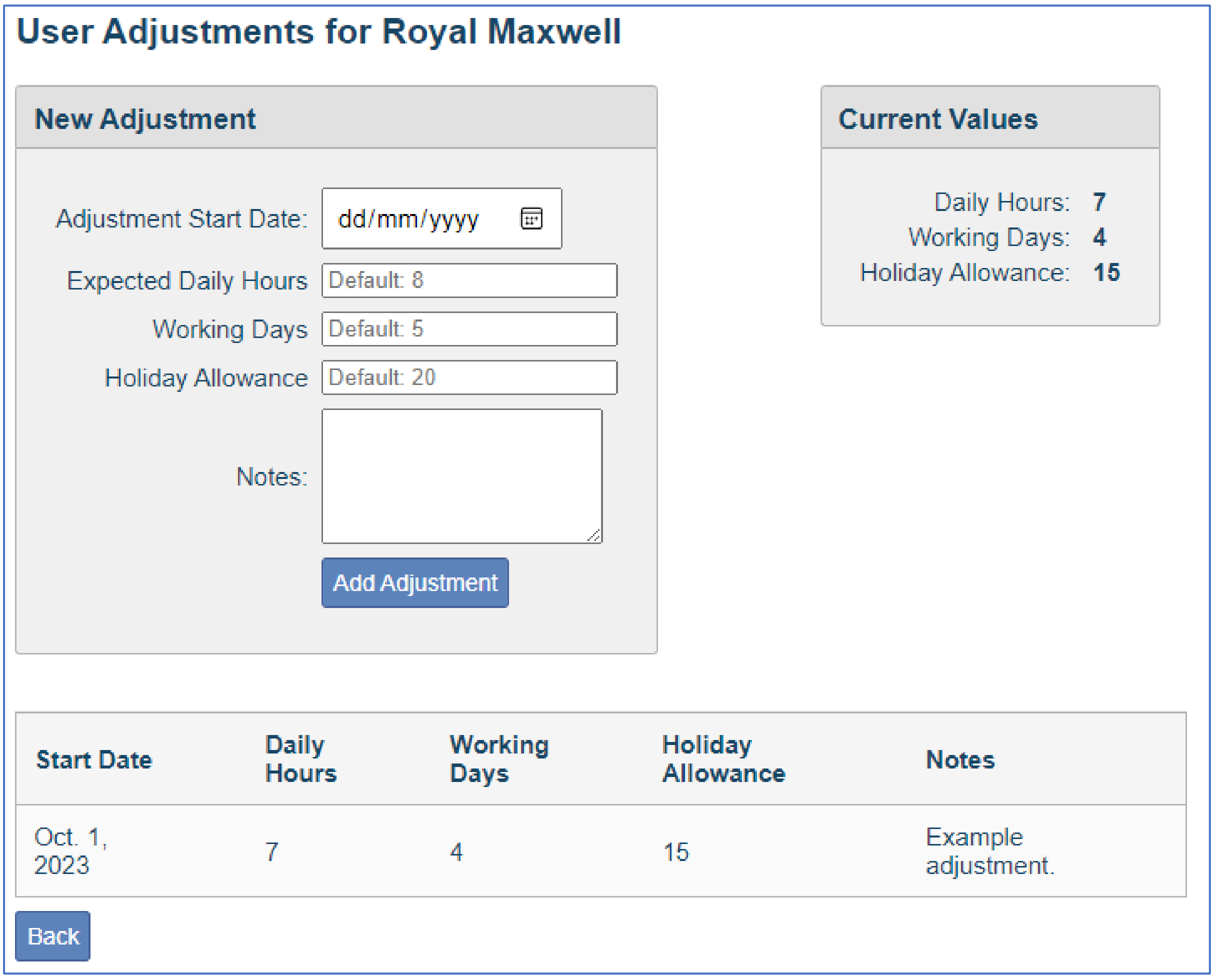
On top, you see the various accounting related details for the user. On the bottom, you see the annual hour report for the user.

Two types of accounting adjustments can be made for users.

1. Expected Hour Adjustments
2. Report Totals Adjustments

Expected Hour Adjustments

The following values can be adjusted.
- Daily hours
- Working days per week
- Annual holiday allowance



The list below shows a history of adjustments made for the user. Only the adjustment with the most recent start date will be applied. The box in the top right shows the currently applied values.

Note: If you leave a value for an adjustment blank, it will default to the company default value for it, instead of using the value from the previous adjustment, so make sure to always enter all adjustment values if they differ from the company default!

Report Totals Adjustments

There are two types of adjustments for report totals:
- Overtime Paid
- Hour Adjustments

Overtime Paid adjustments are used to indicate that the users overtime that they accumulated through a month was paid out.

Hour Adjustments can be used for various corrections to a user's hours when needed. Make sure to always specify a reason for the adjustment in the notes here.

Both types of adjustments are reflected in the reports total and are summarized in the annual overview for the user.