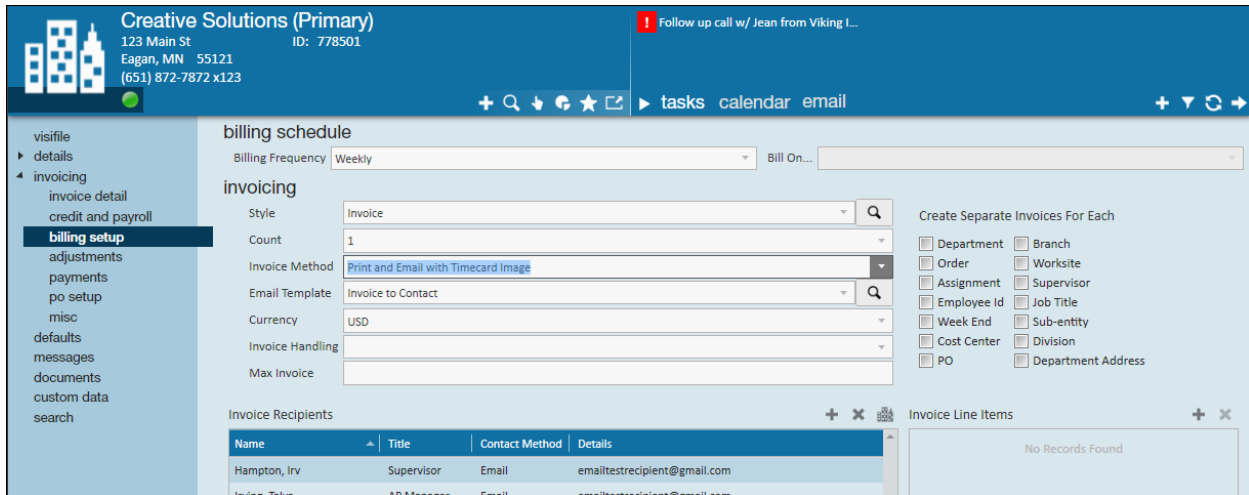


## 16 Enterprise Timecard Image Linking



During the **Time Entry** process timecard images can be linked to the *Transactions*. These images will then either be included with the *Emailed Invoice* or print out with the **Invoice** during the **Invoice** run process.

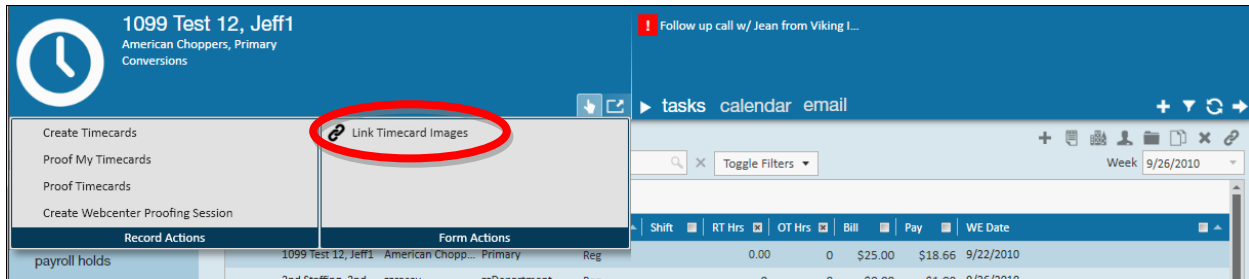
*\*Note- Timecard Linker is an ancillary product. If interested in purchasing this feature, please contact your sales representative at TempWorks.*

The first step is to set up the **Customer** record for timecard image linking. From the **Customer** select **Invoicing** and then the *Billing Setup* form.

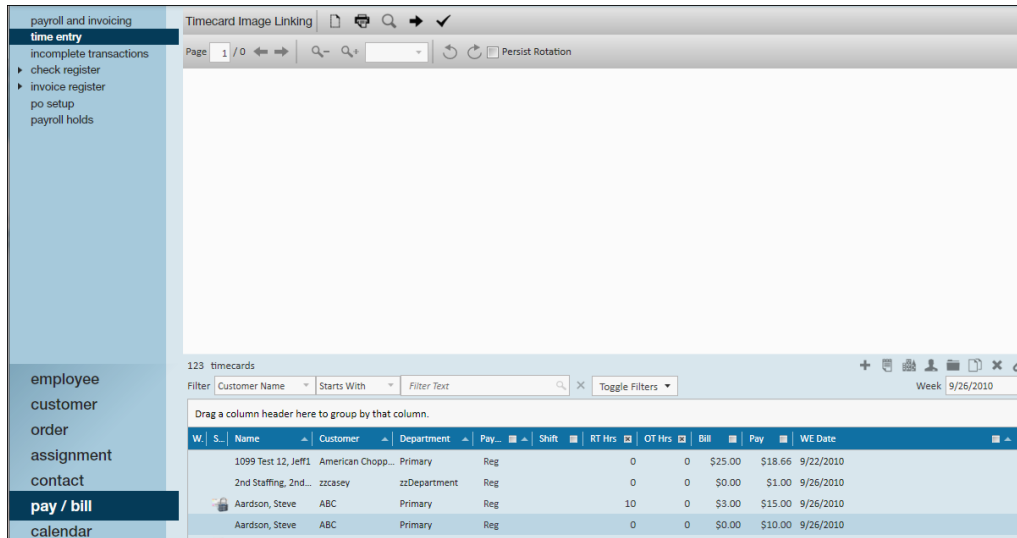


In the *Invoice Method* field select "Print with Timecard Image", "Print and Email with Timecard Image", or "Email with Timecard Image".

From **Pay/Bill** select the **Time Entry** form. Then use the  drop down and select *Link Timecard Images* from the *Form Actions* or click on the  button in the upper right.

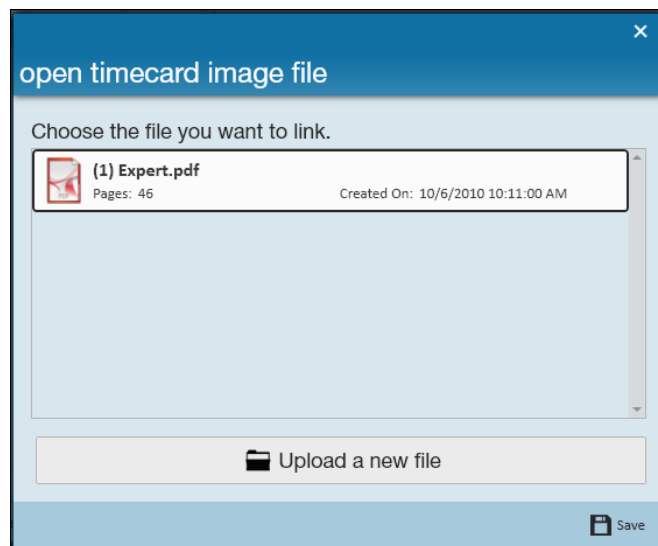


This will open the timecard image linking functionality as shown below:

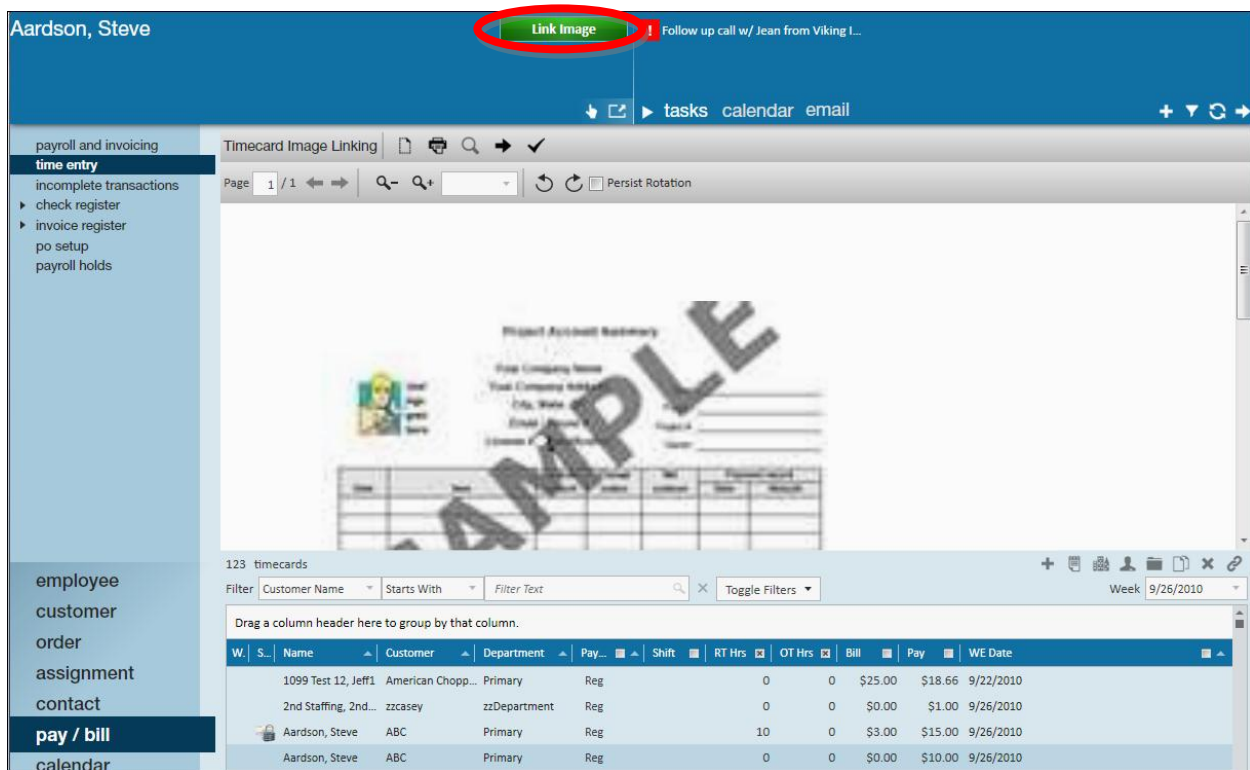
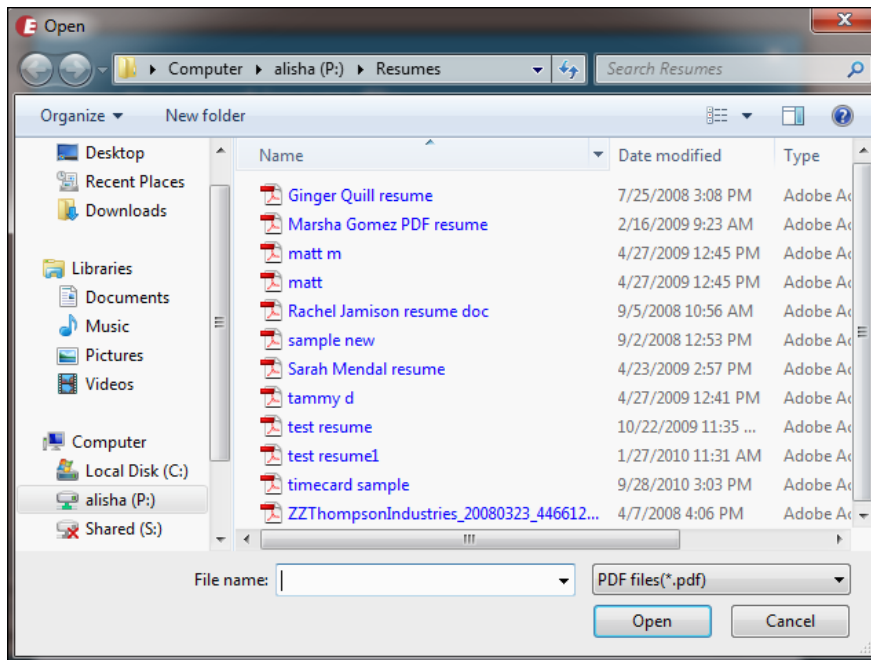


To upload timecard images click on the  button at the top of the screen.

From the *Open Timecard Image File* form select the document and click *Save*. If the document that you want to link is not in the list, click on *Upload A New File* at the bottom of the form.











**\*Note – Timecard images MUST be a PDF file in order to be linked to a transaction.**






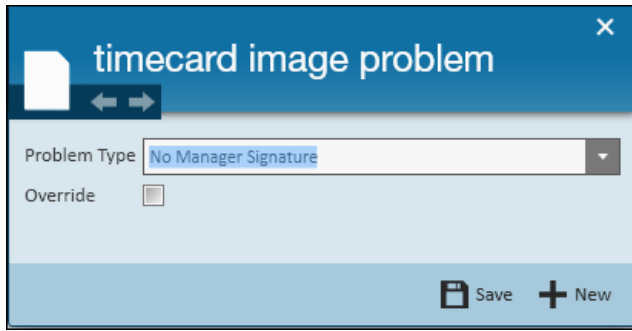
Once the image has been linked it will display the document name, number of pages, and the *Total Hours* for the timecard. Click on the *Unlink Image* button or *Alt-u* on your keyboard to remove this timecard image from the *Transaction*.

There are several other functions that can be used in the timecard image linking view. To scan in a timecard, click on the  button at the top of the screen. The  button allows the user to view the timecard in large screen mode (works well with widescreen or dual-monitor systems) so that the full timecard image can be displayed as well as the full timecard spreadsheet. Clicking on the  button turns on the auto-paging function. If timecards are listed in the same order as the **Time Entry** spreadsheet, the image will automatically display the next timecard image of the series once *Link Image* has been clicked for the previous *Transaction*. The  button zooms out on the image, while the  zooms in. Clicking on the  button rotates the image 90° counter-clockwise, with the  button rotating it 90° clockwise.

The  button turns on toggle verify mode. The form to the left will open and will be auto-populated with the total number of hours that were entered for this *Transaction*. If this amount is not the correct *Number of Hours* for the timecard image, the number should be updated. Then click *Save* to close the form.

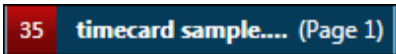
To report an error with the timecard image (missing signature, incorrect number of hours, etc.), double-click on the image file (listed under the **Employee's** name in the Avatar area).

The form to the right will open and list the *Number of Hours on this Image*. Click on the  button to proceed to the next step of image error reporting.

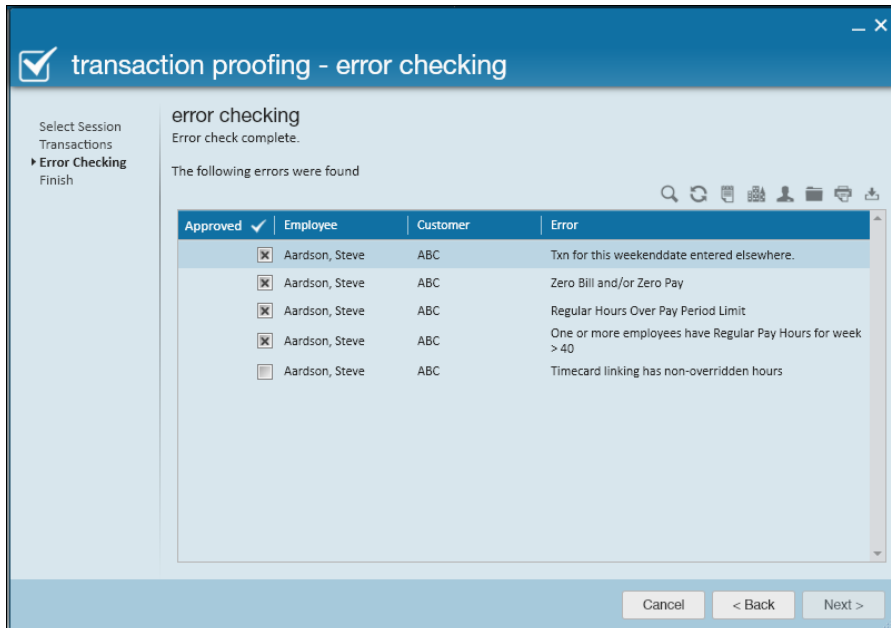
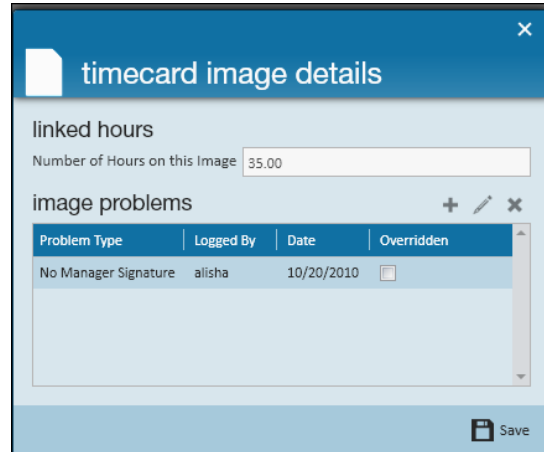


Select the issue from the *Problem Type* drop down menu. The *Override* check box can be used to ignore this error at this point or to approve the error during the **Proofing** process. Click on *Save* to close the form or *New* to save and clear the form so that another issue can be added.

Once all of the timecard image issues have been added click on the *Save* button in the lower right of the *Timecard Image Details* form.



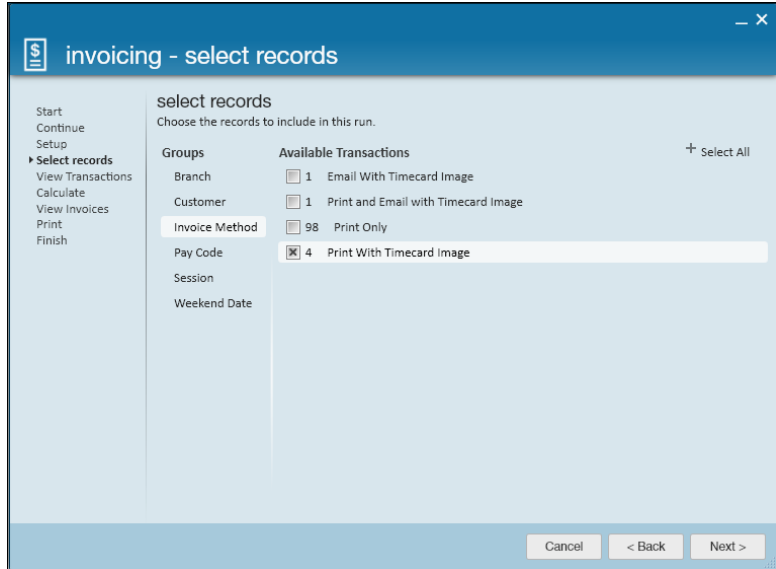
\*Note - When a timecard image error is reported the hours indicator for the timecard image file turns red.



During the **Proofing** process for the session any timecard image errors will be listed. To view the *Transaction*, right-click on the error line and select *View Timesheet*. Follow the steps above to view the image and override timecard errors if needed.

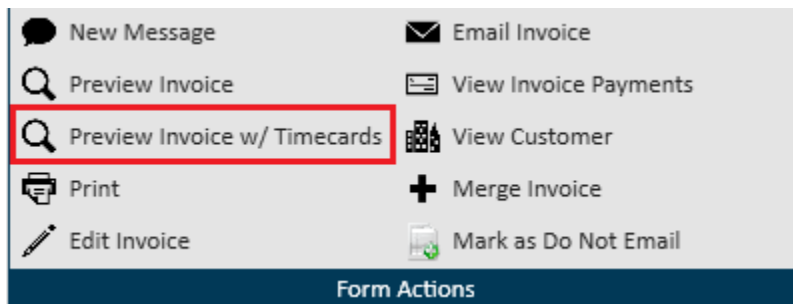
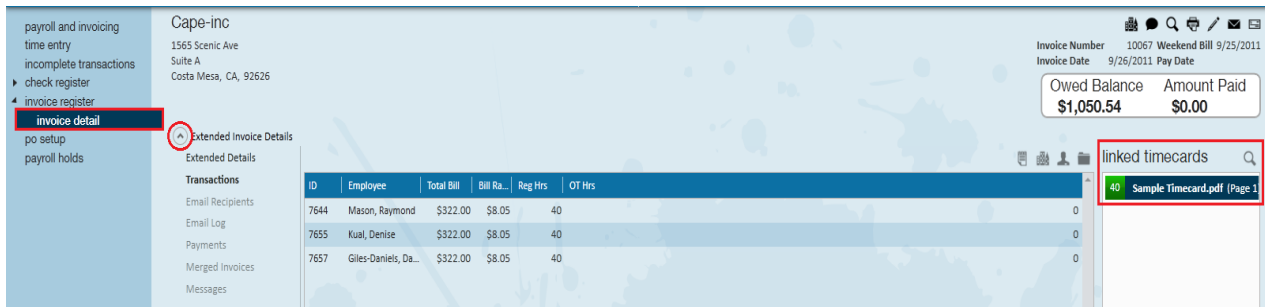
Once errors have been corrected or approved continue with the **Proofing** process and close the session. Once the *Transactions* have been **Proofed** they can be included in a **Payroll** or **Invoice** run. As timecard image linking does not affect **Employee Paychecks**, the **Payroll** process will be unchanged. Changes to the **Invoice** run process are covered next.


Continue with the usual **Invoicing** process. When selecting the *Transactions* to include in the run, viewing them by *Invoice Method* will allow the user to view and/or select *Transactions* that will be printed with the timecard images.



Then follow the remaining steps to process invoices as explained in the Back Office Training Manual for your version of Enterprise.

When looking at a *Posted Invoice* within the invoice register, you will be able to open and view the *Timecard Image* by selecting the *Transaction* in *Extended Invoice Details*.



To view the invoice with *Timecard Images*, click the *Actions Menu* button  and select *Preview Invoice w/Timecards* within the *Invoice Register*.

## TempWorks Software Daily Pay

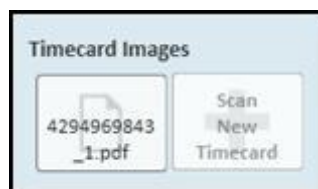
If your Staffing Company subscribes to TempWorks Software Daily Pay, Timecards can be linked from within the Dispatcher/Daily Pay area:

### Timecard Images

If your system is configured to attach timecard images a button will be displayed within the instant pay area:



Clicking the *Timecard Images* button will scan the document (time ticket) currently in the scanner attached to your computer.



Once a timecard is attached a new button will appear. Clicking on the added button will open the attached timecard. This timecard will be attached to the invoice when the invoice is printed/emailed.

### Still Have Questions?

For more information about timecard image linking contact our customer support group at 651-452-0366 or by sending an email to [support@tempworks.com](mailto:support@tempworks.com).

To schedule training on timecard image linking, submit suggestions on how to improve this document, or to request documentation on other Enterprise functionality please contact our Training Department at [Trainers@TempWorks.com](mailto:Trainers@TempWorks.com).