IMS PAYROLL
online max

IMS Online Max

IMS Online Max Workflow:
Leave Requests, Rostering & Timesheets

Workflow – leave requests, rostering and timesheets

This document describes the recommended tasks that the Administrator would undertake each pay period to ensure Leave Requests, Rosters and Timesheets are processed correctly in IMS Online.

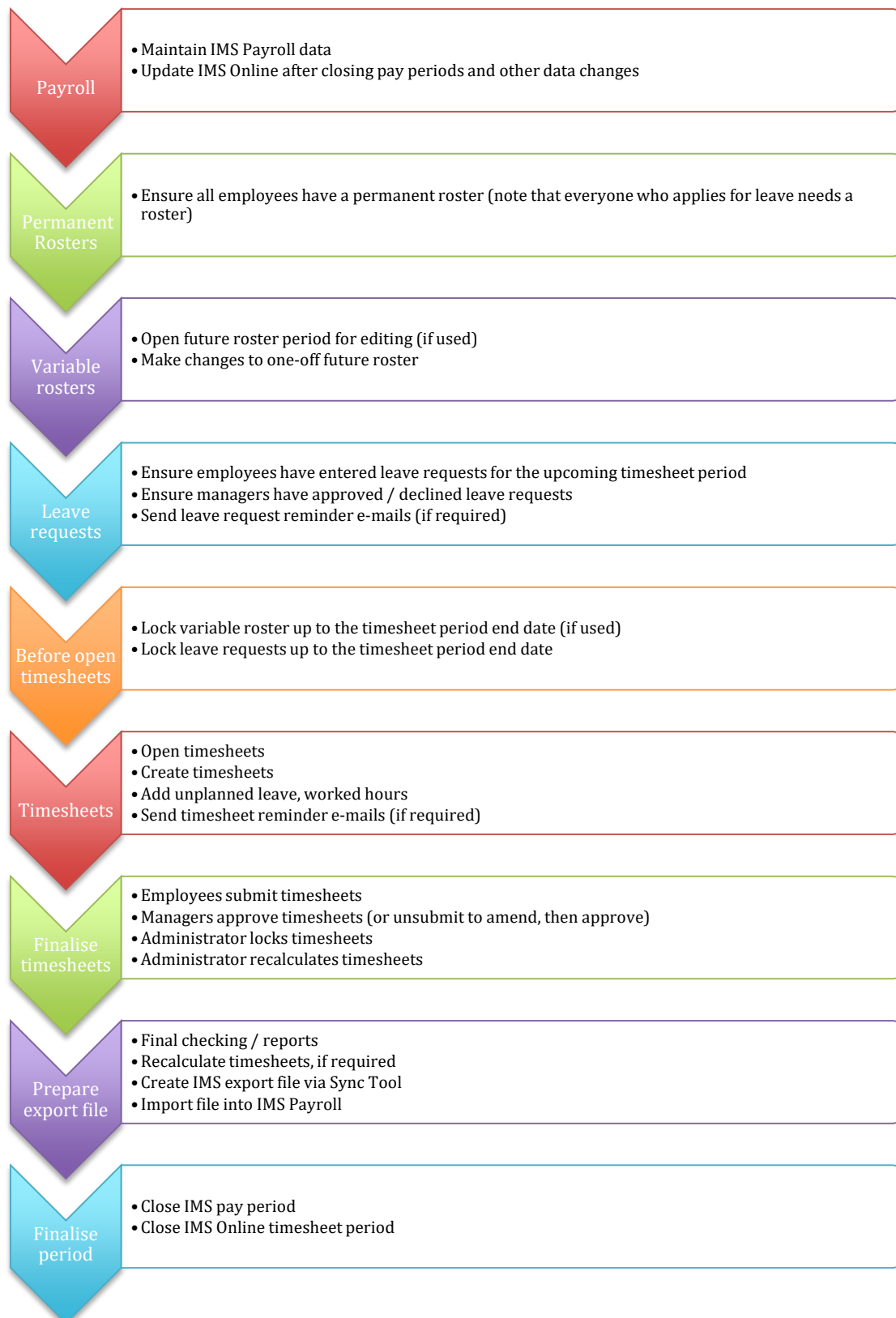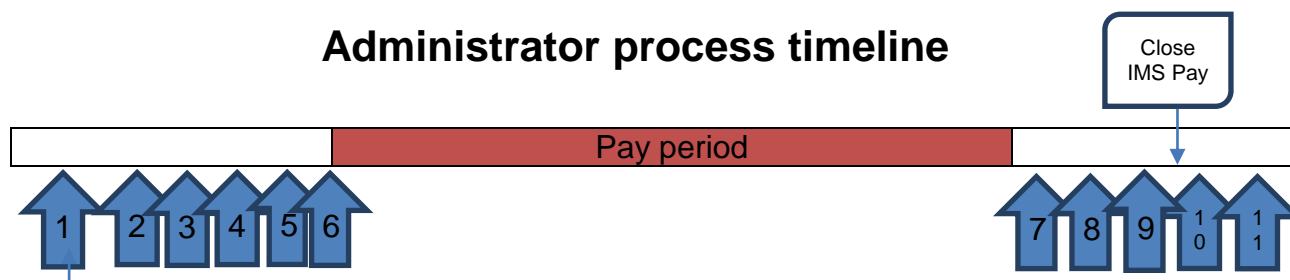Note that this level of functionality is only available in IMS Online Max.

> There are two types of Rosters available in TimeFiler. They are Permanent and Variable rosters.
>
> Although all sites use permanent rosters, not all sites will necessarily use variable rosters.
>
> Variable rosters allow a Manager or Administrator to make one-off changes to the permanent roster for a future date range.

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Task overview

Payroll
- Maintain IMS Payroll data
- Update IMS Online after closing pay periods and other data changes

Permanent Rosters
- Ensure all employees have a permanent roster (note that everyone who applies for leave needs a roster)

Variable rosters
- Open future roster period for editing (if used)
- Make changes to one-off future roster

Leave requests
- Ensure employees have entered leave requests for the upcoming timesheet period
- Ensure managers have approved / declined leave requests
- Send leave request reminder e-mails (if required)

Before open timesheets
- Lock variable roster up to the timesheet period end date (if used)
- Lock leave requests up to the timesheet period end date

Timesheets
- Open timesheets
- Create timesheets
- Add unplanned leave, worked hours
- Send timesheet reminder e-mails (if required)

Finalise timesheets
- Employees submit timesheets
- Managers approve timesheets (or unsubmit to amend, then approve)
- Administrator locks timesheets
- Administrator recalculates timesheets

Prepare export file
- Final checking / reports
- Recalculate timesheets, if required
- Create IMS export file via Sync Tool
- Import file into IMS Payroll

Finalise period
- Close IMS pay period
- Close IMS Online timesheet period

Administrator process timeline

The Administrator functions are located on the **Actions tab page.**

1. **Open roster for editing** (for organisations using Variable Roster functionality)
   - o Variable rosters (used for one-off editing of the permanent roster) can be opened at any time leading up to the beginning of the period
   - o It is important that variable rosters are opened for the same period as the timesheet e.g. if timesheet period is 1st to 14th, the variable roster period must be the same
   - o More than one variable roster period can be open at once

2. **Send leave reminder** emails to employees and managers asking them to submit/approve any outstanding leave requests up to period end date. This should be done prior to creating timesheets for the period
   - o This assists with ensuring leave is submitted and approved prior to creating the timesheets, which will ensure correct leave populates the timesheet when opened
   - o All leave from the leave planner will populate the timesheet, irrespective of its status i.e. unsubmitted, submitted, approved

3. **Lock leave requests** up to period end date
   - o No more leave requests can be created by employees/managers. Any unplanned leave is entered directly into the timesheet
     - ▪ If leave requests are not locked prior to timesheets being created, then any leave requests within the timesheet period will not populate the timesheet. This means leave transactions will not be generated, resulting in leave not being paid or deducted from the employees' balance

4. **Lock roster up to** period end date (for organisations using Variable Roster functionality)
   - o No more one-off changes can be made to the roster for that period. Any late changes should be entered directly into the timesheet
     - ▪ If variable rosters are not locked prior to timesheets being created, then any roster changes within the timesheet period will not update the timesheet. The roster at the time the timesheet is created applies to the timesheet

5. **Open period**
   - o Prior to creating timesheets, the timesheet period must be opened. This is the same date range as the pay period

6. Create timesheets

- o Creates a timesheet for all employees in that period so they can enter their time and unplanned leave for the period ahead. After creating timesheets, log out/in to view
- o Auto-populates with employees' roster and leave requests (if auto-population is set up within your configuration)
    - ▪ Roster will be from variable roster for that period (if using variable rosters) or from permanent roster (if not using variable rosters)

7. Lock period

- o Employees and managers cannot make any more changes to timesheets
- o Administrators can edit the locked timesheet if required

8. Re-calculate timesheets

- o Recommended to recalculate timesheets prior to importing payments to payroll
- o Ensures timesheet calculations use up-to-date leave balances and employee data
- o It is a chance to review warnings and alerts prior to finalising the timesheet period

9. Create export file for the period to import payments to the payroll system

- o Depending on your payroll system, this may be an 'action' on the Actions tab page, an import tool within your payroll system, or an external tool
- o All transactions are exported irrespective of whether the timesheet is approved

10. Close period

- a. TimeFiler timesheet period should be closed <u>after</u> the payroll pay period is closed
- b. Run process or tool that brings through updated leave balances and employee information from the payroll system

11. Recalculate leave requests

- a. This updates future leave requests that may have had a warning applied to them at the time of requesting the leave, advising there was insufficient balance
- b. Recently updated leave balances may now mean there is enough leave to cover most, or all, of the original leave request/s
- c. Recommended to run for maximum two months in advance.

Period administration

Un-open period

- o Periods can be un-opened, which will set the period back to a blank state and remove all timesheets for that period. This can be useful if periods & timesheets are opened too early.

Unlock period

- o Periods can be un-locked if timesheets require correction prior to importing them to payroll. Remember to re-lock them after making the corrections.

Note, it is not possible to 'un-close' a period. If a period is accidentally closed, then you will need to contact TimeFiler Support on support@timefiler.com.