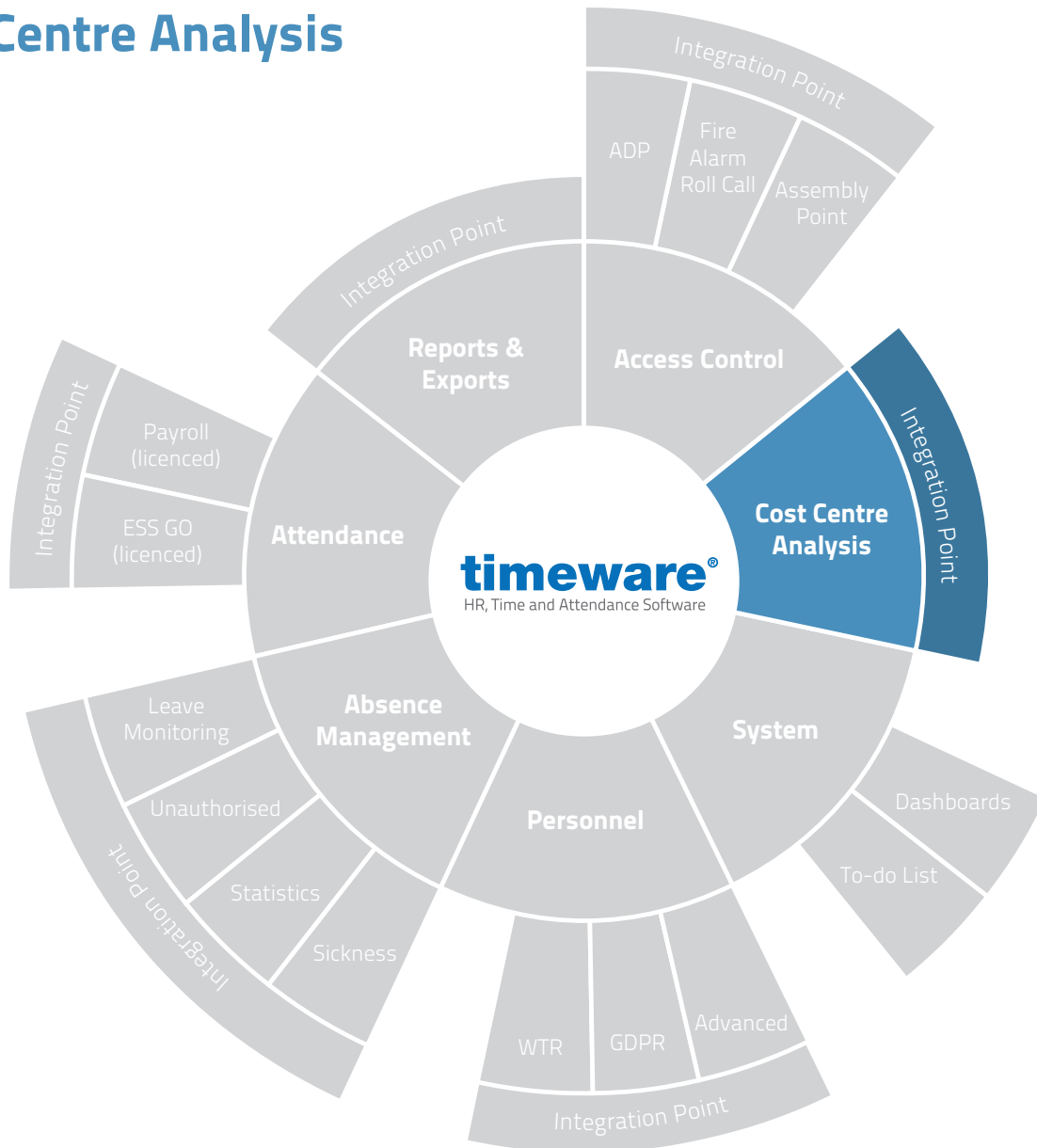


# timeware®

HR, Time and Attendance Software

ON PREMISE  
SOFTWARE

## Training guide: Cost Centre Analysis



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491342025

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## Contents

### Course

### Duration

#### **An introduction to timeware® cost centre analysis**

Approximately 45 minutes

Running cost centre on a daily basis...

### Description

#### **Understanding cost centre analysis**

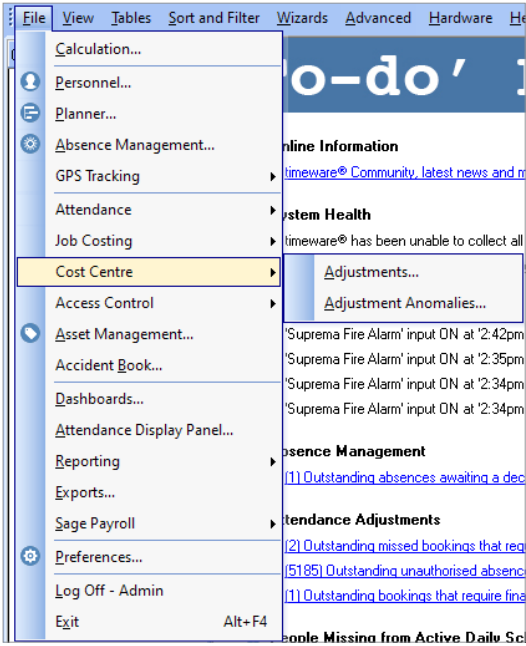
#### **Cost centre adjustments**

#### **Cost centre anomalies**

All information pertaining to any personnel record within this document is obtained from a demonstration database and are not details of any individual.

## Understanding cost centre analysis

timeware® cost centre covers the cost centre adjustment screen and the cost centre anomalies presented on the "To-do" list summary.



Link to Understanding cost centre analysis

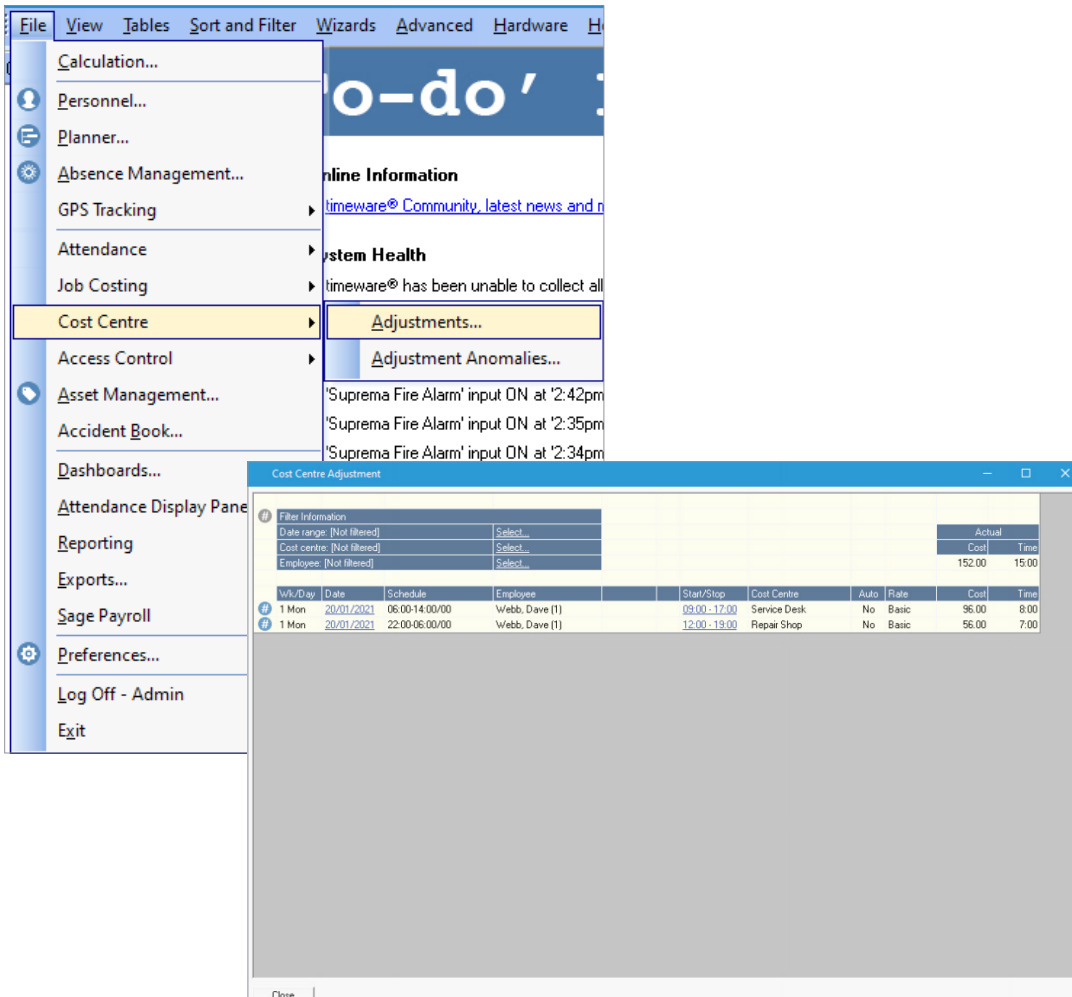
Cost Centre Adjustment

Filter Information									
Date range:	[Not filtered]	Select...							Actual
Cost centre:	[Not filtered]	Select...							Cost
Employee:	[Not filtered]	Select...							Time
									152.00 15:00
Wk./Day	Date	Schedule	Employee	Start/Stop	Cost Centre	Auto	Rate	Cost	Time
# 1 Mon	20/01/2021	06:00-14:00/00	Webb, Dave (1)	08:00 - 17:00	Service Desk	No	Basic	96.00	8:00
# 1 Mon	20/01/2021	22:00-06:00/00	Webb, Dave (1)	12:00 - 19:00	Repair Shop	No	Basic	56.00	7:00

Close

## Cost centre adjustments

1. To enter the cost centre adjustment screen, select the File menu, Cost centre and then Adjustments.



Link to Cost centre adjustments

2. The filter area allows the user to 'narrow-down' the data area.

Filter Information	
Date range: [Not filtered]	Select...
Cost centre: [Not filtered]	Select...
Employee: [Not filtered]	Select...

3. Once the correct filter has been selected, the data area displays all related information:

**Cost Centre Adjustment**

# Filter Information

Date range: [Not filtered]	Select...								Actual
Cost centre: [Not filtered]	Select...								Cost
Employee: [Not filtered]	Select...								Time
									152.00
									15:00

#	Wk/Day	Date	Schedule	Employee	Start/Stop	Cost Centre	Auto	Rate	Cost	Time
#	1 Mon	20/01/2021	06:00-14:00/00	Webb, Dave (1)	09:00 - 17:00	Service Desk	No	Basic	96.00	8:00
#	1 Mon	20/01/2021	22:00-06:00/00	Webb, Dave (1)	12:00 - 19:00	Repair Shop	No	Basic	56.00	7:00

The user can add or amend information by selecting the times in the 'Start/Stop' columns.

Start/Stop
<a href="#">09:00 - 17:00</a>
<a href="#">12:00 - 19:00</a>

**Cost Centre Adjustment Bookings**

Employee ID: 1    First name: Dave    Last name: Webb

Date selected: Mon 20 Jan 2021

# Actuals for '06:00-14:00/00' \*\* Contribute \*\*

Slot	Start Terminal	Start Date	Start Time	Stop Terminal	Stop Date	Stop Time	Cost Centre	Rate	Cost	Time
Slot 1	Shop Floor	Mon 20/01/2021	09:00	Shop Floor	Mon 20/01/2021	17:00	Service Desk	Basic	96.00	8:00

[Add another set of bookings...](#)

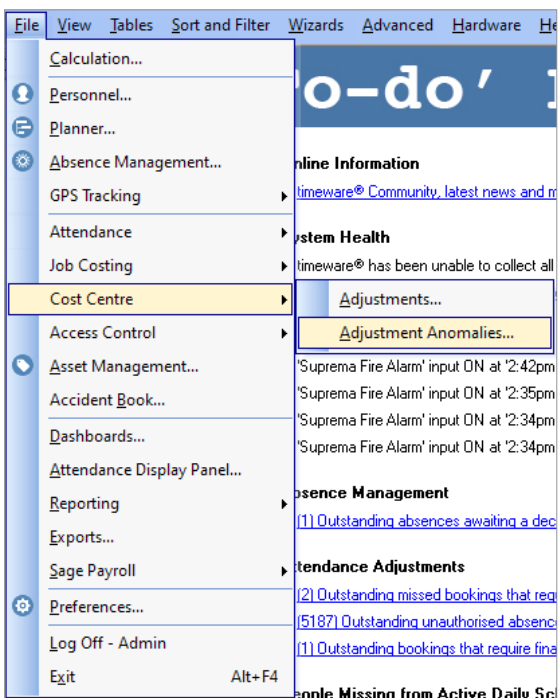
Close    Update

## Cost centre anomalies



Cost centre anomalies usually relate to incorrect data entered via the timeware® cost centre terminal.

1. To enter the cost centre anomalies screen, select the File menu, Cost centre and then Adjustments.



Or, select the "To-do" list item:



2. All cost centre anomalies are then displayed.

Employee ID	Payroll	First Name	Last Name	Known As	Badge	Employee Status	Anomaly Date
1	1	Dave	Webb	Webb,Dave	1	Employee	Mon 20/01/21

3. The user can double-click on a record to correct the relevant data.

Slot	Start Terminal	Start Date	Start Time	Stop Terminal	Stop Date	Stop Time	Cost Centre	Rate	Cost	Time
Slot 1	Shop Floor	Mon 20/01/2021	09:00	-	-	-	Service Desk	Basic	0.00	0:00

4. Finally, click on <update> to save the amended record.