



Accounting Downloading Timesheets

AC (7.302)
Rev. # 0.1

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Purpose:

To outline the process of downloading field employee time sheets each week as part of the payroll process.

Procedure:

- 1) Once the PR Manager has officially approved all hours for the week, then the time sheets should be downloaded and saved to the P drive.
 - A) See the SOP for Submitting and Approving Time in HH2 for more information.
- 2) Go the RP module in HH2.
- 3) Click the PDF Time Sheet under reporting.
 - A) The date range and total number of employees/ time sheets being generated is listed at the top left.
 - i) A list of all employees is listed below that.
 - ii) Make sure the total number of employees listed matches the number of employees accounted for on the Payroll Group Summary sheets.
 - (1) See SOP for Submitting and Approving Time in HH2 for more information.
- 4) Click the orange Generate Time Sheets button.
- 5) PDF versions of all the time sheets for the week will pop up.
- 6) Save the file on the P drive.
 - A) Click the Crain Personnel folder.
 - B) Click the Emily Folder.
 - C) Click the Payroll Folder.
 - D) Click the HH2 PR Folder.
 - E) Click the current year folder.
 - F) Name as the WE date.
 - i) Ex: WE 08-12-23