

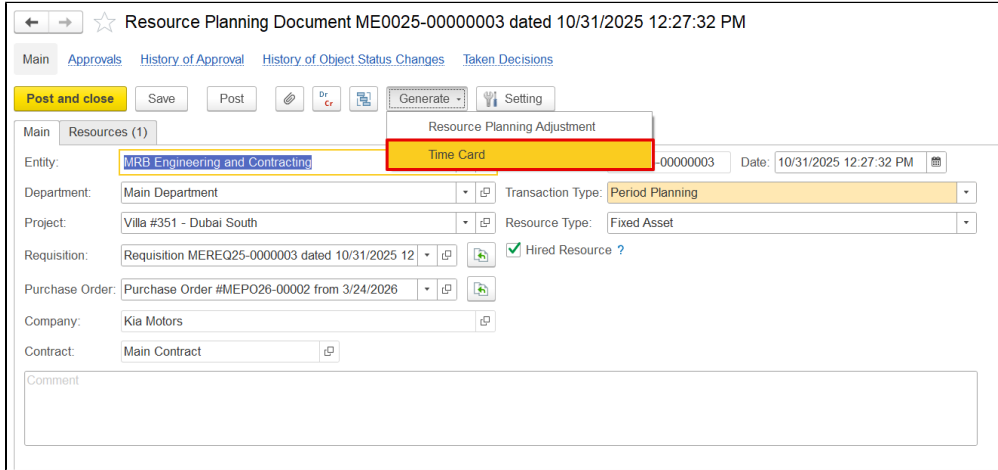
3.3.5. Time Card

A **Time Card** is a document used to track the actual time spent by a person on work or tasks.

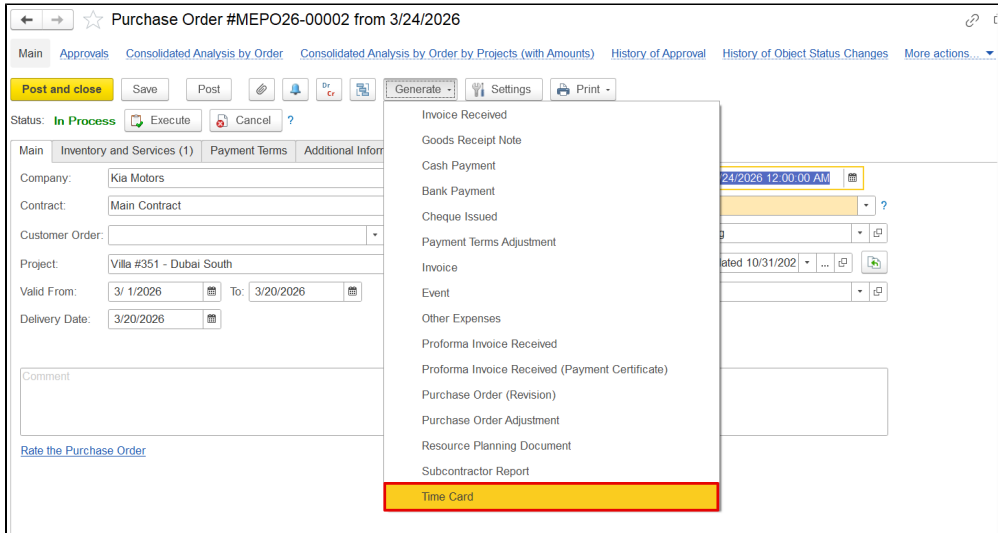
How to create

It can be created/generated based on-

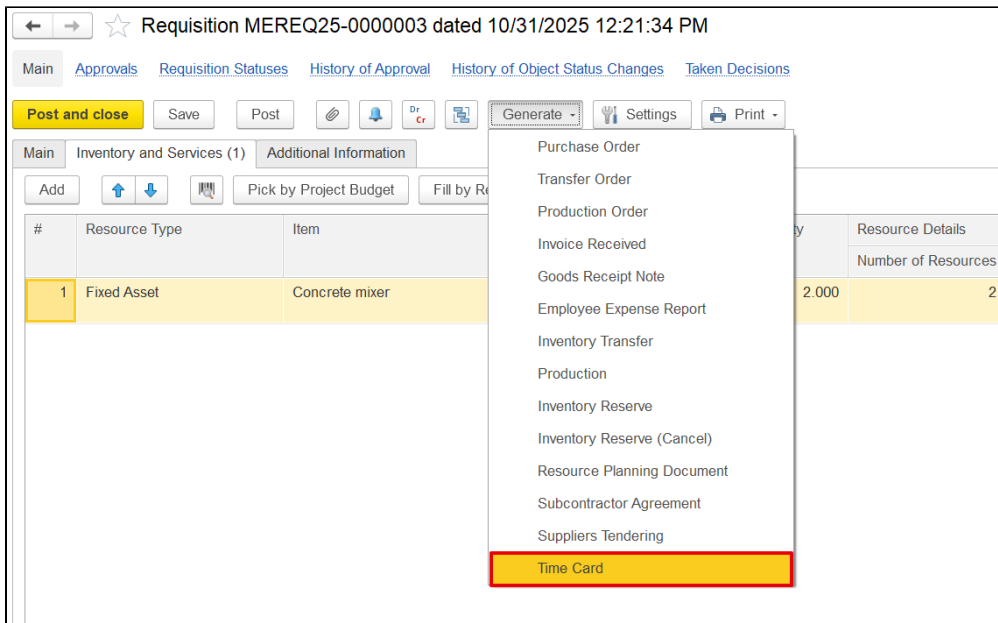
- **Resource Planning**



- **Purchase Order (PO)**



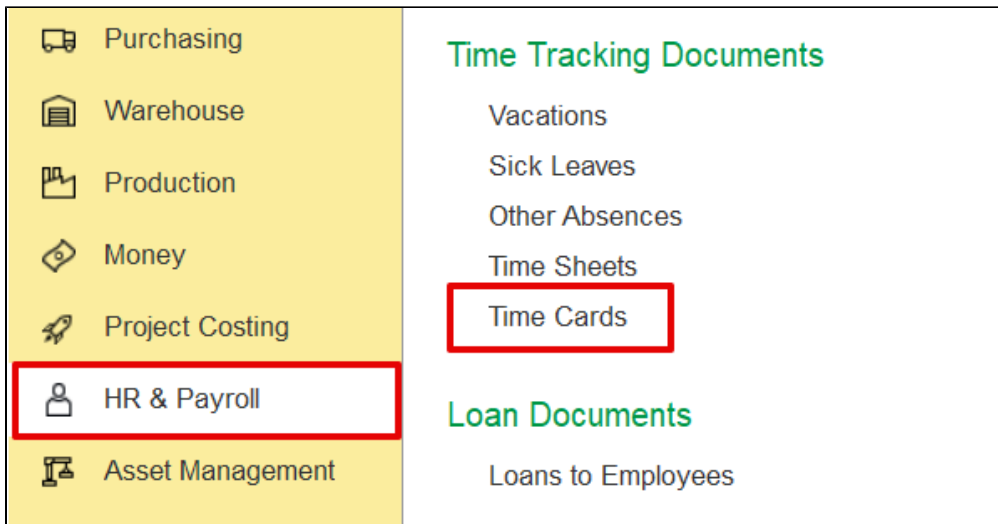
- **Requisition**



When generated from Resource Planning, a Purchase Order, or a Requisition, the Time Card is automatically pre-filled with planned data, allowing users to review, adjust, and enter the actual hours worked.

- **HR & Payroll Section**

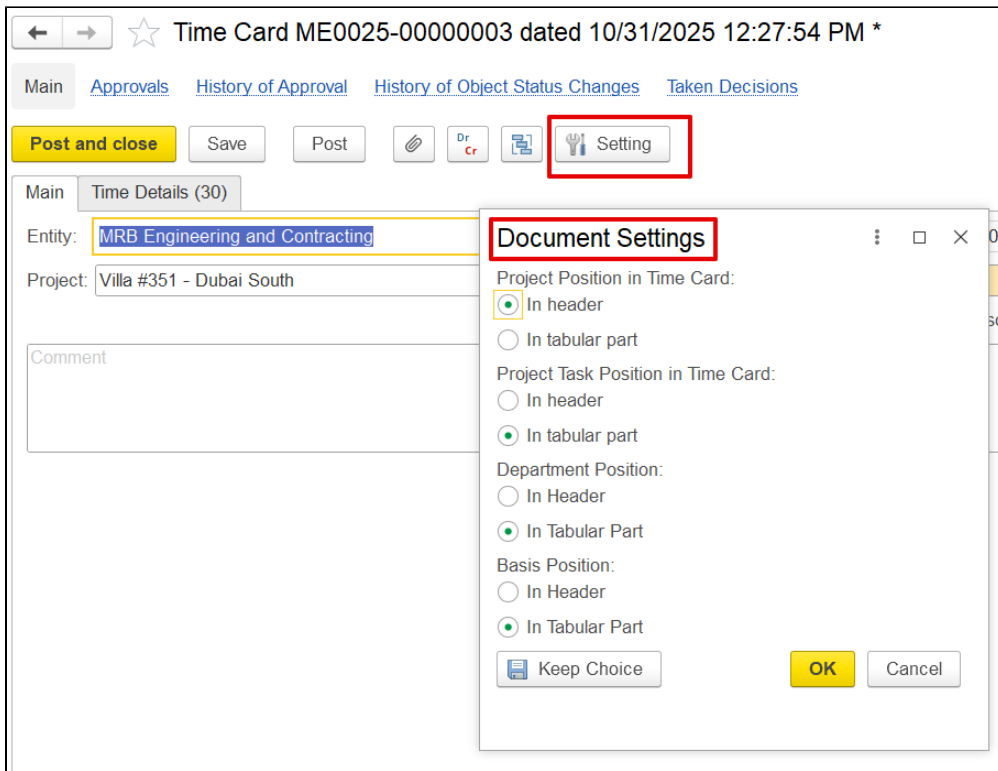
HR & Payroll Time tracking Documents Time cards



Document Settings

The dialog box lets users control how information is displayed and recorded on a time card.

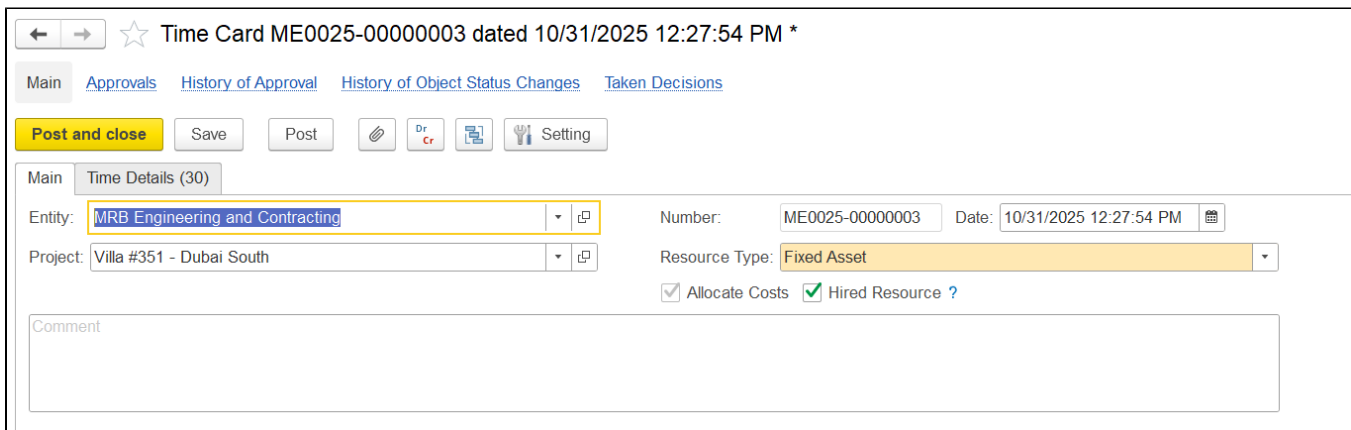
- **Project Position in Time Card** - Use Header if the project applies to the entire time card; use Tabular if employees/Fixed Assets need to record multiple projects.
- **Project Task Position in Time Card** - Use Tabular to show tasks per line for multiple tasks under one project; use Header if there's only one project and task.
- **Department Position** - Use Tabular to assign departments per line when work spans multiple departments; use Header if all entries belong to a single department.
- **Basis Position** - Includes details like requisitions, POs, and resource planning. Use Tabular to show the basis per line; use Header if the entire document is based on a single basis.



Main Tab

The **Main** tab is used to record the general information about the Time card.

- **Entity** - The entity recording the time card document.
- **Project** - the project for the time entry; can apply to the whole card or each line based on settings
- **Resource type** - the type of resource (Fixed Asset or Employees); this affects how the cost is calculated
- **Allocate cost** - decides if the time should create a project cost
 - checked - cost will be calculated and added to the project
 - unchecked - time is only recorded, no cost added
- **Hired resources** - shows if the resource is external (hired) or internal



Time Details

The **Time Details** tab is used to enter and manage time entries at the line-item level. The fields available in this tab depend on the selected resource type.

For example, when the resource type is Employee, the system displays details such as the employee's name, position, and working hours, including regular and overtime hours. In case of Fixed assets, the following fields will be available

- **Department** - Department responsible for the time card.

- **Fixed Asset** - Asset to be hired for the task.
- **Category** - Type or category of fixed assets. It is not changeable, it is linked to a fixed asset.
- **Item** - Item was being recorded in the time card
- **UOM (Unit of Measure)** - Unit used to measure the entry.
- **Date** - Date of the activity
- **Non-Working Day** - This checkbox can be selected for a specific employee and date when the employee is absent. The non-working hours will be recorded and reflected in the Time Card Report.
- **Time type**
 1. **Regular** - Productive work hour (daytime working duration)
 2. **Idle (IE)** - Non-productive hours
 3. **Repairing** - Maintenance or repair time of the fixed asset.
- **Hrs** - Total time recorded
- **Time & Cost Fields**- These fields appear when the allocate cost option is enabled in the main tab.
 1. **Hrs** - Total time recorded
 2. **Rate** - Cost per unit of time
 3. **Amount** - Calculated cost (based on hours × rate)
- **Total Hours**- Total time per entry

Time Card ME0025-00000003 dated 10/31/2025 12:27:54 PM

Main Approvals History of Approval History of Object Status Changes Taken Decisions

Post and close Save Post Settings More actions

Main Time Details (30)

Add Fill Table Fill Rates Set Date Search (Ctrl+F) More actions

Department	Fixed Asset	Category	Item	UOM	Date	Regular	Idle	Repairing	Hrs	Rate	Amount	Total Hours
1 Main Department	Concrete Mixer (Kia Motors)	Property, Plant and Equipment	Concrete mixer	Month (24 hours shift)	01 - November - 2025 Saturday	<input type="checkbox"/>	WO	IE	24.00	4.17	100.08	24.00
2 Main Department	Concrete Mixer (Kia Motors)	Property, Plant and Equipment	Concrete mixer	Month (24 hours shift)	02 - November - 2025 Sunday	<input type="checkbox"/>	WO	IE	24.00	4.17	100.08	24.00
3 Main Department	Concrete Mixer (Kia Motors)	Property, Plant and Equipment	Concrete mixer	Month (24 hours shift)	03 - November - 2025 Monday	<input type="checkbox"/>	WO	IE	24.00	4.17	100.08	24.00
4 Main Department	Concrete Mixer (Kia Motors)	Property, Plant and Equipment	Concrete mixer	Month (24 hours shift)	04 - November - 2025 Tuesday	<input type="checkbox"/>	WO	IE	24.00	4.17	100.08	24.00
5 Main Department	Concrete Mixer (Kia Motors)	Property, Plant and Equipment	Concrete mixer	Month (24 hours shift)	05 - November - 2025 Wednesday	<input type="checkbox"/>	WO	IE	24.00	4.17	100.08	24.00
6 Main Department	Concrete Mixer (Kia Motors)	Property, Plant and Equipment	Concrete mixer	Month (24 hours shift)	06 - November - 2025 Thursday	<input type="checkbox"/>	WO	IE	24.00	4.17	100.08	24.00
7 Main Department	Concrete Mixer (Kia Motors)	Property, Plant and Equipment	Concrete mixer	Month (24 hours shift)	07 - November - 2025 Friday	<input type="checkbox"/>	WO	IE	24.00	4.17	100.08	24.00
8 Main Department	Concrete Mixer (Kia Motors)	Property, Plant and Equipment	Concrete mixer	Month (24 hours shift)	08 - November - 2025 Saturday	<input type="checkbox"/>	WO	IE	24.00	4.17	100.08	24.00

In Work (changed 10/31/2025) Posted Administrator Total Hrs: 720.00 Total Due: 3,002.40 AED

- **Total Amount** - Total cost for the specific line entry
- **Project WBS** - WBS code of the project to which the item or resource belongs.
- **Project Task** - Specific project task linked to the time card entry
- **GL Accounts** - General Ledger account to which the cost is recorded
- **Expense Item** - Category of expense being recorded (such as equipment or labor)
- **Basis** - Can be entered manually; however, if filled by using the fill table option, each entry is automatically linked to the corresponding requisition, resource planning document, or purchase order line.

Basis Details: Basis Details

Basis:

Requisition:

Resource Planning Document:

Purchase Order:

Company:

Contract: [5020400](#)

- **Comment** - Field for adding additional notes or description

Time Card ME0025-00000003 dated 10/31/2025 12:27:54 PM

Hrs	Rate	Amount	Total Hours	Total Amount	Project WBS	Project Task	GLAccounts	Expense item	Basis	Comment
24.00	4.17	100.08	24.00	100.08	Villa #351 - Dubai South, 3.4.1	Lintel	7070000	Equipment	Kia Motors, Main Contract	
Not App...	Not Applica...	Not Applica...								
24.00	4.17	100.08	24.00	100.08	Villa #351 - Dubai South, 3.4.1	Lintel	7070000	Equipment	Kia Motors, Main Contract	
Not App...	Not Applica...	Not Applica...								
24.00	4.17	100.08	24.00	100.08	Villa #351 - Dubai South, 3.4.1	Lintel	7070000	Equipment	Kia Motors, Main Contract	
Not App...	Not Applica...	Not Applica...								
24.00	4.17	100.08	24.00	100.08	Villa #351 - Dubai South, 3.4.1	Lintel	7070000	Equipment	Kia Motors, Main Contract	
Not App...	Not Applica...	Not Applica...								
24.00	4.17	100.08	24.00	100.08	Villa #351 - Dubai South, 3.4.1	Lintel	7070000	Equipment	Kia Motors, Main Contract	
Not App...	Not Applica...	Not Applica...								
24.00	4.17	100.08	24.00	100.08	Villa #351 - Dubai South, 3.4.1	Lintel	7070000	Equipment	Kia Motors, Main Contract	
Not App...	Not Applica...	Not Applica...								
24.00	4.17	100.08	24.00	100.08	Villa #351 - Dubai South, 3.4.1	Lintel	7070000	Equipment	Kia Motors, Main Contract	

In Work (changed 10/31/2025) Total Hrs: 720.00 Total Due: 3,002.40 AED

Fill Table

The **Fill Table** option lets users automatically populate data instead of entering it manually. For internal employees or fixed assets, it can be filled by entity, department (if the department field is in the header), or resource allocation. For hired resources, it can only be filled by resource allocation.

← → ☆ Time Card ME0025-0000001 dated 10/31/2025 11:47:48 AM *

Main Approvals History of Approval History of Object Status Changes Taken Decisions

Post and close Save Post Dr Cr Setting

Main Time Details (2)

The production calendar will be used to determine the work time type

Add ↑ ↓ Fill Table Fill Rates Set Date

#	Department	Employee	Item	UOM	Date
1	Operations	Danish	Labor	Labor	day shift (8 hours) 31 - October - 2025 Friday
2	Operations	Yusuf	Labor	Labor	day shift (8 hours) 31 - October - 2025 Friday

When the **Resource Allocation** option is selected, a dialog box appears to enter the date. The system then pulls the details from the Resource Planning Document, automatically filling the time card with the specific employee or fixed asset assigned to that project on the selected date.

← → ☆ Time Card ME0025-0000003 dated 10/31/2025 12:27:54 PM *

Main Approvals History of Approval History of Object Status Changes Taken Decisions

Post and close Save Post Dr Cr Setting

Main Time Details (30)

Add ↑ ↓ Fill Table Fill Rates Set Date

Department	Fixed Asset	Item	UOM

Fill Rates

The **Fill Rates** button automatically populates rates in the time card. This option appears when the Allocate cost option is enabled in the main tab.

For hired resources, rates are taken from the purchase order. For internal resources, rates come from either Project Item Pricing or the Resource Rates document (HR and Payroll Master data Register rates), depending on system settings. Rates can be filled by resource, using the exact employee or fixed asset, or by item, using the position or fixed asset category.

← → ☆ Time Card ME0025-0000002 dated 11/1/2025 12:00:00 AM

Main Approvals History of Approval History of Object Status Changes Taken Decisions

Post and close Save Post Dr Cr Setting More actions

Main Time Details (5)

The production calendar will be used to determine the work time type

Add ↑ ↓ Fill Table Fill Rates Set Date

#	Department	Employee	Item	UOM	Date	Regular	Overtime	Non-Working	Hrs	Rate	Amount	Total Hours	Total Amount
1	Operations	Arjun	Labor	Labor	day shift (8 hours) 02 - November - 2025 Sunday	<input type="checkbox"/>	WO		8.00	35.00	280.00	8.00	280.00
						<input type="checkbox"/>	OT			43.75			
						<input type="checkbox"/>	Not Applica...		Not Ap...	Not Applica...	Not Applica...		
2	Operations	Danish	Labor	Labor	day shift (8 hours) 02 - November - 2025 Sunday	<input type="checkbox"/>	WO		8.00	30.00	240.00	8.00	240.00
						<input type="checkbox"/>	OT			37.50			
						<input type="checkbox"/>	Not Applica...		Not Ap...	Not Applica...	Not Applica...		

← → ☆ Time Card ME0025-00000003 dated 10/31/2025 12:27:54 PM *

Main Approvals History of Approval History of Object Status Changes Taken Decisions

Post and close Save Post Dr Cr Setting

Main Time Details (30)

Add ↑ ↓ Fill Table - **Fill Rates -** Set Date

By Purchase Order

#	Department	Fixed Ass	Item	UOM	Date
1	Main Department	Concrete Mixer (Kia Motors)	Property, Plant and Equipment	Concrete mixer	Month (24 hours shift) 01 - November - 2025 Saturday
2	Main Department	Concrete Mixer (Kia Motors)	Property, Plant and Equipment	Concrete mixer	Month (24 hours shift) 02 - November - 2025 Sunday
3	Main Department	Concrete Mixer (Kia Motors)	Property, Plant and Equipment	Concrete mixer	Month (24 hours shift) 03 - November - 2025 Monday
4	Main Department	Concrete Mixer (Kia Motors)	Property, Plant and Equipment	Concrete mixer	Month (24 hours shift) 04 - November - 2025 Tuesday

Set Date Button

The **Set Date** option allows users to change the date for one or more selected entries in the time card. Once the rows are selected and the **Set Date** button is clicked, a pop-up appears where users can enter the new date. Clicking **OK** updates all the selected entries to the new date at once, making it easy to add the date at once.

← → ☆ Time Card ME0025-00000003 dated 10/31/2025 12:27:54 PM *

Main Approvals History of Approval History of Object Status Changes Taken Decisions

Post and close Save Post Dr Cr Setting

Main Time Details (30)

Add ↑ ↓ Fill Table - Fill Rates - **Set Date**

#	Department	Fixed Asset	Category	Item	UOM	Date
1	Main Department	Concrete Mixer (Kia Motors)				
2	Main Department	Concrete Mixer (Kia Motors)				

New Date for Selected Rows:

3/26/2026

OK Cancel