

# Sick leaves as direct costs in Project Cost Allocation

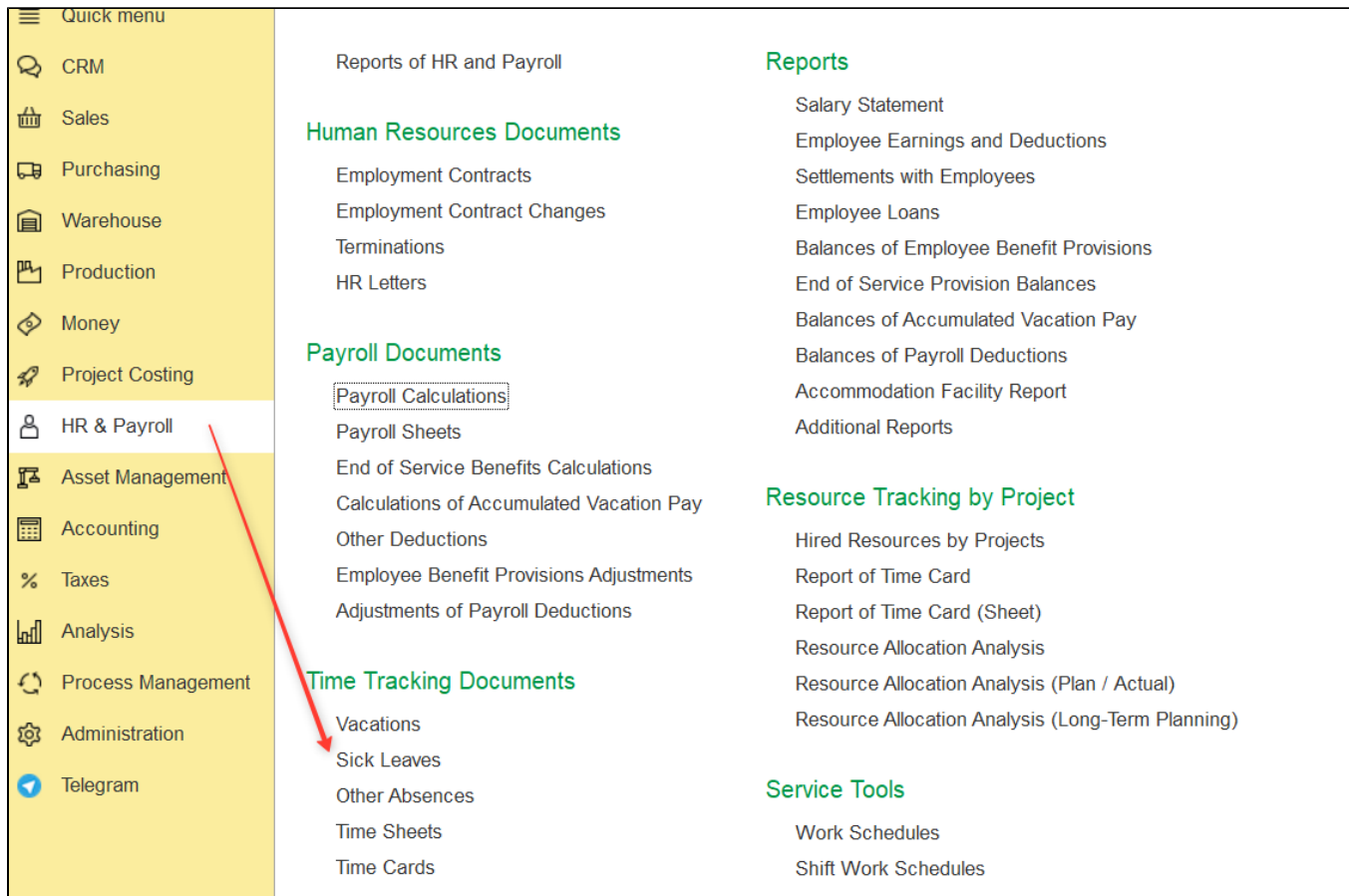
**Problem:** How to allocate sick leave costs as direct costs to projects?

**Solution:** Ensure that sick leave days are reflected in the Time Card and allocate the related costs to projects using the Project Cost Allocation document.

To record sick leave costs as direct costs and allocate them to projects in FirstBit Software, follow the steps below:

## 1. Register Sick Leave

- Go to HR and Payroll > Time Tracking Documents > Sick Leaves.



- Create a new Sick Leave document for the employee, fill in all required fields, and post the document.

← → ☆ Sick Leaves

Employee [x] Department [x] Entity [x]

Create [Icons] Generate [x] Search (Ctrl+F)

Date: 5/16/2023

Date	Number	Entity	Department	Employee	Amount	Start Date	End Date
5/16/2023	MESL23-00000001	MRB Engineering an...	Operations	Nellai	43.33,  , >	5/16/2023	5/16/2023
5/16/2023	MESL23-00000002	MRB Engineering an...	Operations	Nick	200.00,  , >	5/11/2023	5/15/2023
5/16/2023	MESL23-00000003	MRB Engineering an...	Staff	Mohammad	2,750.00,  , >	5/8/2023	5/25/2023

For detailed instructions, refer to the article [Sick Leaves](#).

## 2. Ensure Sick Leave Days are Reflected in Time Card

Sick leave days must be reflected in the employee's Time Card (Timesheet).

- Go to HR and Payroll > Time Tracking Documents > Time Cards

The screenshot shows the HR & Payroll menu with various sub-items. A red arrow points to 'Time Cards' under the 'Time Tracking Documents' section.

- HR & Payroll**
  - Employment Contracts
  - Employment Contract Changes
  - Terminations
  - HR Letters
  - Payroll Documents**
    - Payroll Calculations
    - Payroll Sheets
    - End of Service Benefits Calculations
    - Calculations of Accumulated Vacation Pay
    - Other Deductions
    - Employee Benefit Provisions Adjustments
    - Adjustments of Payroll Deductions
  - Time Tracking Documents**
    - Vacations
    - Sick Leaves
    - Other Absences
    - Time Sheets
    - Time Cards**
- Employee Earnings and Deductions
- Settlements with Employees
- Employee Loans
- Balances of Employee Benefit Provisions
- End of Service Provision Balances
- Balances of Accumulated Vacation Pay
- Balances of Payroll Deductions
- Accommodation Facility Report
- Additional Reports
- Resource Tracking by Project**
  - Hired Resources by Projects
  - Report of Time Card
  - Report of Time Card (Sheet)
  - Resource Allocation Analysis
  - Resource Allocation Analysis (Plan / Actual)
  - Resource Allocation Analysis (Long-Term Planning)
- Service Tools**
  - Work Schedules
  - Shift Work Schedules

- Create a new Time Card document.

← → ☆ Time Card ME0026-00000001 dated 5/16/2023 12:00:00 AM

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

Post and close Save Post [Icons] Setting

Main Time Details (23)

Entity: MRB Engineering and Contracting Number: ME0026-00000001 Date: 5/16/2023 12:00:00 AM

Project: Villa #351 - Dubai South Resource Type: Employee

Allocate Costs  Hired Resource ?

Comment

Fill in the required fields.

Time Card ME0026-0000001 dated 5/16/2023 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 (23)

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

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

#	Department	Employee	Position	Item	UOM	Date		Regular		Hrs	Rate
13	Operations	Mike	Mason	Mason	hr	16 - May - 2023 Tuesday	<input type="checkbox"/>	WO		8.00	
								OT			
								Not Applicable	Not...		Not Ap
14	Operations	Nick	Labor	Labor	hr	16 - May - 2023 Tuesday	<input type="checkbox"/>	WO		8.00	
								OT			
								Not Applicable	Not...		Not Ap
15	Operations	Keven	Helper	Helper	hr	16 - May - 2023 Tuesday	<input type="checkbox"/>	WO		8.00	
								OT			

For detailed instructions, refer to the article [Time Card](#).

### 3. Allocate Sick Leave as Direct Costs to Projects

- Go to **Project Costing > Project Costing Documents > Project Cost Allocation**

The screenshot shows the SAP Project Costing navigation menu. A red arrow points from the 'Project Costing' menu item to the 'Project Costing Documents' section. The menu items are:

- Quick menu
- CRM
- Sales
- Purchasing
- Warehouse
- Production
- Money
- Project Costing** (highlighted)
- HR & Payroll
- Asset Management
- Accounting
- Taxes
- Analysis

The 'Project Costing' section contains the following sub-items:

- Project Graphs**
  - Projects Pipeline
  - Project Tasks Pipeline
  - My Project To Do list
- Reports of Project Costing
- Revenue Recognition
- Time Card Deviation Processing
- Master Data**
  - Projects
  - Project Roles
  - Project Types
- Project Costing Documents**
  - Project Estimates
  - Project Costs Allocations
  - Phased Revenue Recognitions

The 'Reports' section contains the following sub-items:

- Overview of Projects
- Overview of Projects (Contracting)
- Financial Analysis of Projects
- Project Costs Analysis
- Project Revenue Analysis
- Cash Flow by Project
- Project Analysis (Monthly)
- Project P&L
- Cash Flow by Project (Monthly)
- Income and Expenses by Project
- Additional Reports

The 'Estimation and Planning Analysis' section contains the following sub-items:

- Planned Project P&L (by Budget)
- Planned Project P&L (by Estimates)
- Project Cost Markups

- Create a new document with **Transaction type: Allocation of Direct Costs**.

← → ☆ Project Costs Allocation MEPCA23-0000001 dated 5/8/2023 12:00:00 AM

Post and close Save Post [Pencil] [Bell] [Dr Cr] [Print]

Main Settings Sources (3) Allocation (3) Additional Information

Number: MEPCA23-0000001 From: 5/ 8/2023 12:00:00 AM [Calendar]

Transaction Type: Allocation of Direct Costs

Entity: MRB Engineering and Contracting [Dropdown] [Copy]

Use New Income & Expenses Reallocation Schema

[Comment]

- On the Settings tab:

- Specify the period for which the allocation is being performed.
- Click Fill by Expense Type to select Expense Item.

← → ☆ Project Costs Allocation MEPCA23-0000001 dated 5/8/2023 12:00:00 AM \*

Post and close Save Post [Pencil] [Bell] [Dr Cr] [Print]

Main Settings Sources (3) Allocation (3) Additional Information

Analyze Data From: 5/ 1/2023 [Calendar] To: 5/31/2023 [Calendar] [↔]

Expense Items for Allocation

Add [Up] [Down] Fill by Expense Type

#	Expense Item
1	Labor Costs

- On the Sources tab:

- Click Fill to populate the source data, including sick leave expenses.

← → ☆ Project Costs Allocation MEPCA23-0000001 dated 5/8/2023 12:00:00 AM \* Conversation [More actions -]

Post and close Save Post [Pencil] [Bell] [Dr Cr] [Print]

Main Settings Sources (3) Allocation (3) Additional Information

Click the Fill button to populate the table with the data according to the settings on the Settings tab. The columns contain the following data:

- Total Amount (By Accounting Date): the total expense amount.
- Assigned Amount (Project Costs): the sum of expense amounts assigned to projects.
- Unassigned Amount: the sum of amounts not assigned to any particular project.

Select the rows for allocating to projects. On the Allocation tab, click Allocate. Check the resulting data and correct if needed.

[Up] [Down] Fill [Check] [Copy] Search (Ctrl+F) [More actions -]

#	Allocate	Resource	Cost Item	Expense Item	Business Activity	Department	Unassigned Amount	Unassigned Amount (National Currency)
1	<input checked="" type="checkbox"/>	Nellai	Mason	Labor Costs		Operations	43.33, ل.د.	43.33, ل.د.
2	<input checked="" type="checkbox"/>	Nick	Labor	Labor Costs		Operations	200.00, ل.د.	200.00, ل.د.
3	<input checked="" type="checkbox"/>	Mohammad	Procurement Mana...	Labor Costs		Staff	2,750.00, ل.د.	2,750.00, ل.د.

- On the Allocation tab:

- Click **Fill and Allocate**.

Project Costs Allocation MEPCA23-0000001 dated 5/8/2023 12:00:00 AM \*

Post and close Save Post Dr Cr

Main Settings Sources (3) Allocation (3) Additional Information

Allocation Sources

Fill and Allocate Allocate by Time Card Search (Ctrl+F) More actions -

#	Resource	Cost Item	Expense Item	Business Activity	Department	Amount	Amount (National Currency)
1	Nellai	Mason	Labor Costs		Operations	43.33, ا.د.	43.33, ا.د.
2	Nick	Labor	Labor Costs		Operations	200.00, ا.د.	200.00, ا.د.
3	Mohammad	Procurement Manager	Labor Costs		Staff	2,750.00, ا.د.	2,750.00, ا.د.

Allocation Results

Add Search (Ctrl+F) More actions -

Project	Project Task	Project WBS	Resource	Cost Element	Factor	Amount	Amount (National Currency)
<Not related to projects>			Nellai	Mason	100.000	43.33, ا.د.	43.33, ا.د.

- Click Allocate by Time Card.

Project Costs Allocation MEPCA23-0000001 dated 5/8/2023 12:00:00 AM \*

Post and close Save Post Dr Cr

Main Settings Sources (3) Allocation (3) Additional Information

Allocation Sources

Fill and Allocate Allocate by Time Card Search (Ctrl+F) More actions -

#	Resource	Cost Item	Expense Item	Business Activity	Department	Amount	Amount (National Currency)
1	Nellai	Mason	Labor Costs		Operations	43.33, ا.د.	43.33, ا.د.
2	Nick	Labor	Labor Costs		Operations	200.00, ا.د.	200.00, ا.د.
3	Mohammad	Procurement Manager	Labor Costs		Staff	2,750.00, ا.د.	2,750.00, ا.د.

Allocation Results

Add Search (Ctrl+F) More actions -

Project	Project Task	Project WBS	Resource	Cost Element	Factor	Amount	Amount (National Currency)
Villa #351 - Dubai South		Villa #351 - Dubai So...	Nellai	Mason	8.000	43.33, ا.د.	43.33, ا.د.

- Click Post and Close.

This process ensures that sick leave costs are properly recorded and allocated to the relevant projects in FirstBit Software based on employees' Time Cards.

Thanks for being a Firstbit Customer!

#SickLeave #TimeCard #ProjectCostAllocation #DirectCosts #ProjectCosting #TimeTracking #ProjectCosts