

Include employee timesheets in a pay run

AccountRight Plus and Premier, Australia only





If you record employee hours on timesheets, the **Pay Period** step of the **Process Payroll Assistant (Payroll command centre > Process Payroll)** lists employee timesheets for the specified pay period.

Note that this option is only available if you have selected the timesheets preference.

Initially, all timesheets are selected to be included in the pay period.

Deselect timesheets to remove from payroll calculation

<input checked="" type="checkbox"/>	Date	Employee	Pay Basis	Weekly Hrs	Timesheet Hrs
<input checked="" type="checkbox"/>	16/01/2017	Parker, Peter	Salary	0.00	7.60

If you want to...	You need to...
Exclude a timesheet	click in the select column () to deselect it in the list.
Change the timesheet details of an employee	click the zoom arrow () next to the employee's name and make the required changes in the Enter Timesheets window.
View the details of unprocessed timesheets	click Display Unprocessed Timesheets .

Click **Next** to continue on to the [Employee pays](#) step of the **Process Payroll Assistant**.

FAQs

- Why are my timesheet hours not included when processing payroll?
- Why are more hours showing on my pays than are on my timesheet?

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