



New Tech Not Showing up in Payroll

Please Call CenPoint Support at (801) 478-6822 opt. 4 if you have any questions

Revised on March 1, 2019

If you have a technician who's Field Tickets are not showing up on the payroll report. Try the following steps:

CenPoint

File Edit Data Shop Tools Inventory A/R Reports Window About

Review Tech Time

Filters

Branch: **Main Office** Period Starting: **12/04/2018** Ending: **12/05/2018** ...

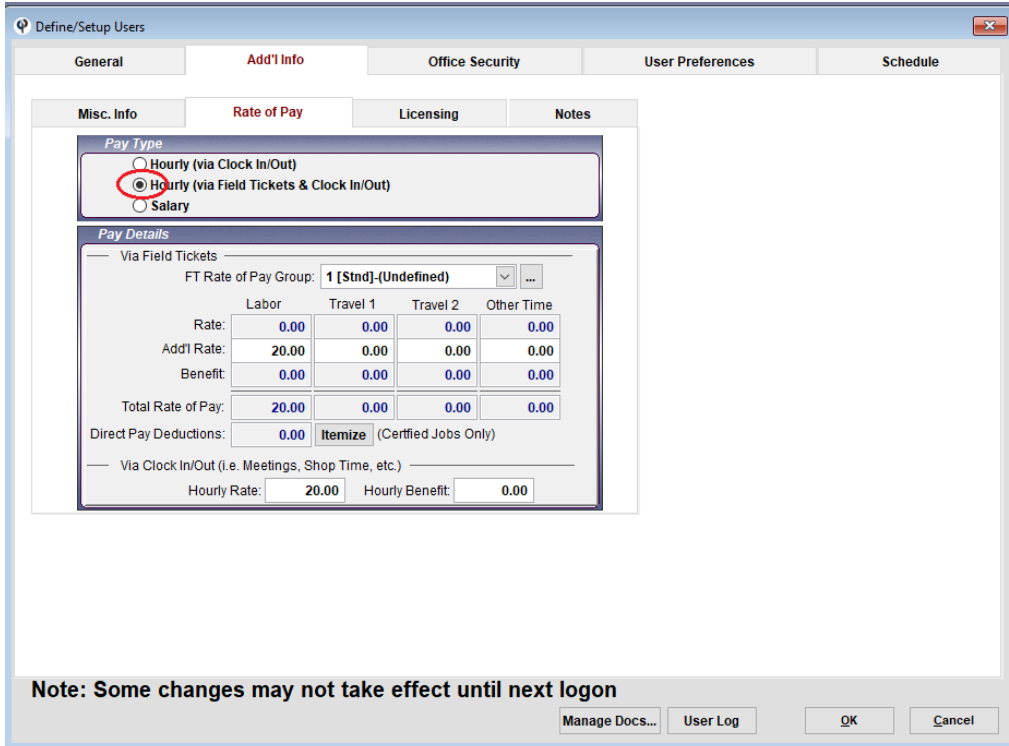
Tech: **Han Solo** Job Types: **<All>** ☐ Show Time In Decimals

Job Branch: **<All>** Show Clock In In: **Labor** ☒ Show Unpaid Only

Time

	FT No.	Date	Start	Completed	Labor	Travel 1	Travel 2	Other	Tot Dur	Str Tm	OT	Dbl Tm	Unpaid Break	Paid	Cert.	Dly Str Tot	Branch	Mobile Device
	Clock In In Field	Wednesday 12/05/2018	9:57AM	10:44AM	00:47 00:00 00:00				00:47	00:47						00:47	Main Office	<input checked="" type="checkbox"/>
	Week Total	Wednesday 12/05/2018			00:47 00:00 00:00	00:00 00:00 00:00	00:00 00:00 00:00	00:00 00:00 00:00	00:47	00:47								
	Grand Total	Wednesday 12/05/2018			00:47 00:00 00:00	00:00 00:00 00:00	00:00 00:00 00:00	00:00 00:00 00:00	00:47	00:47								

1. Check the User setting for the technicians pay type by going to:
 - a) File -> Users -> Select Technician -> Modify -> Additional Info Tab -> Rate of Pay Tab
 - b) Make sure Hourly via Field Ticket is checked



Define/Setup Users

General **Add'l Info** Office Security User Preferences Schedule

Misc. Info **Rate of Pay** Licensing Notes

Pay Type

☐ Hourly (via Clock In/Out)
☒ Hourly (via Field Tickets & Clock In/Out)
☐ Salary

Pay Details

Via Field Tickets

FT Rate of Pay Group: 1 [Std]- (Undefined)

	Labor	Travel 1	Travel 2	Other Time
Rate:	0.00	0.00	0.00	0.00
Add'l Rate:	20.00	0.00	0.00	0.00
Benefit:	0.00	0.00	0.00	0.00
Total Rate of Pay:	20.00	0.00	0.00	0.00
Direct Pay Deductions:	0.00	Itemize	(Certified Jobs Only)	

Via Clock In/Out (i.e. Meetings, Shop Time, etc.)

Hourly Rate: 20.00 Hourly Benefit: 0.00

Note: Some changes may not take effect until next logon

Manage Docs... User Log OK Cancel



Once that setting for pay is checked the technicians field ticket time should show up on the payroll report.

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Tech: **Han Solo** Job Types: **<All>** ☐ Show Time In Decimals

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Time

FT No.	Date	Start	Completed	Labor	Travel 1	Travel 2	Other	Tot Dur	Str Tm	OT	Dbl Tm	Unpaid Break	Paid	Cert.	Dly Str Tot	Branch	Mobile Device
0000000075In Field	Tuesday 12/04/2018	9:57AM	4:44PM	06:46 00:00 00:00	00:01 00:00 00:00	00:00 00:00 00:00	00:00 00:00 00:00	06:47	06:47			00:00			06:47	Main Office	<input checked="" type="checkbox"/>
▶ Clock In In Field	Wednesday 12/05/2018	9:57AM	10:44AM	00:47 00:00 00:00				00:47	00:47						00:47	Main Office	<input checked="" type="checkbox"/>
0000000077In Field	Wednesday 12/05/2018	10:46AM	4:56PM	06:07 00:00 00:00	00:03 00:00 00:00	00:00 00:00 00:00	00:00 00:00 00:00	06:10	06:10			00:00			06:57	Main Office	<input checked="" type="checkbox"/>
Week Total	Wednesday 12/05/2018			13:40 00:00 00:00	00:04 00:00 00:00	00:00 00:00 00:00	00:00 00:00 00:00	13:44	13:44								
Grand Total	Wednesday 12/05/2018			13:40 00:00 00:00	00:04 00:00 00:00	00:00 00:00 00:00	00:00 00:00 00:00	13:44	13:44								