

MakeUp Order Confirmations - to add/approve hours or spend from previous weeks

There may be situations where additional hours may need to be added and approved in WorkRecords for a previous week. This could be caused by a worker forgetting to punch in or out, by a supervisor forgetting to add hours in, etc. Below are the steps for both the supplier and buyer to add these hours in and approve them by using a MakeUp Order Confirmation. It is necessary to update WorkRecords so that the invoicing and reporting are accurate.

Labor Supplier Steps	Labor Buyer Steps
<p>There are 2 scenarios to consider: missed hours or incorrect rates in WorkRecords.</p> <p><u>Missed Hours</u></p> <ol style="list-style-type: none"> 1. Determine which day/week the hours are missing and if the hours are regular, overtime, or a combination of both. 2. Create a new order confirmation for that worker. You can use an existing template. Use the notes field to communicate the intent of this order ("To make up for missing hours WE xx/xx/xxxx") 3. <u>If the missing hours are only regular hours:</u> <ul style="list-style-type: none"> • Since the hours are only regular hours, keep the pay and bill rates the same as they were on the original order confirmation. Put the start and end dates as the dates that need to be entered. 4. <u>If the missing hours are only overtime:</u> <ul style="list-style-type: none"> • Since the hours are only overtime hours, change the pay and bill rates to reflect what the pay and bill rates would be at OT rates. Delete the differential rates as well. Put the start and end dates as the dates that need to be entered. 5. <u>If the missing hours are a combination of regular and overtime:</u> <ul style="list-style-type: none"> • You will need to create 2 order confirmations following steps 3 and 4 and remind the buyer that they need to enter the correct hours on the correct order 6. Immediately after entering the order confirmation(s), close them with the end date of the same week as the start and end dates. The buyer will still be able to enter the hours and approve them but this will eliminate duplicate order confirmation issues for the worker. 7. If you have already paid the worker for these hours, you will need to export the approved TimeCard but not submit it for payment in your back office. <p><u>Inaccurate Rates</u></p> <ol style="list-style-type: none"> 1. If a lower bill rate was entered into WorkRecords, the supplier should add up the difference (hours worked x difference in billrate) and enter a new order confirmation with the difference entered as the bill rate. 2. Add in the notes section the reason for the make up order confirmation and the rate information for future reference 3. Immediately close the order confirmation. 4. Have the Buyer input one (1) hour of time for the worker on this order, assign the correct department and workgroup and approve the timecard. Once this is complete, you can add this timecard to an invoice presented in WorkRecords. 	<ol style="list-style-type: none"> 1. Once the makeup order confirmation has been created by the supplier, you will enter the missed punches/time exactly as you do normally. 2. If there is a combination of regular and overtime hours, <i>be sure to add the hours to the correct order confirmation</i>. To see the bill rate, click on the Info link, view order and scroll down to the bill rate line item. 3. If there were inaccurate rates entered into WorkRecords by the supplier, they will enter the difference in the bill rate field and you will only need to add one (1) hour to the record and approve it.