

Time and Attendance

A guide on recording and approving engineer working hours

1. INTRODUCTION

Time and attendance allows a job to be set up for each employee to record their entire working day/week including any non-chargeable or unproductive time. The engineer then records their time spent on individual jobs as normal.

2. SET UP

An internal invoice type should be used specifically for Time and Attendance jobs.

Navigate using the steps below to begin setting up
System Management > Invoice Type > Invoice Type Maintenance

1. On the **Details** tab, set the **Program Code** to **Internal**.

2. On the **Labour** tab, ensure **Type of Labour** is set to **Non Productive**.

3. Ensure all the values in the **Labour Value** column are set to **0**.

4. Select **OK**.

Invoice Type Maintenance - Amend Mode

Details Parts/WSJ Labour Split Payments Manufacturer Promo Story

Invoice Type: TA Obsolete?

Description: Time & Attendance

Program Code: 7 Internal

Customers From: 329 To: 329

OnRate Cust Sett/Cred?: No

Credit or Settlement: Not Used Percentage's

Days credit given: 0 Sett/Cred Date Basis: Invoice date

Accumulator No.: 3

Print Invoice Frequency: Every Week

Planned Maintenance Link: Whokgood

Hire Revenue %: 0.00

OK Cancel Copy Set/Pas

Invoice Type Maintenance - Amend Mode

Details Parts/WSJ Labour Split Payments Manufacturer Promo Story

Invoice Type: TA

Type of Labour: Non Productive

Labour Retail Base: Retail

Labour Base % Uplift: 0.00

Labour Charge Out Method: Actual Hours Entered

Flat Rate Invoice Detail: Do Not Print on Invoice

Flat Rate Standard Rate: 0

WSJ Invoice layout: Part/Lab/Flat

Default Labour VAT Code: 1

Default Labour Rate: 1

Labour Detail: Total Labour

Time Base: Time of Day

Min Labour Margin %: 0.00

Apply Rounding to Key Fab Hours: 0

WSJ Sched. Default Hours: 0.00

Warn Invoices when not Completed: No

Print Actual Labour Data: No

Default Diary Code:

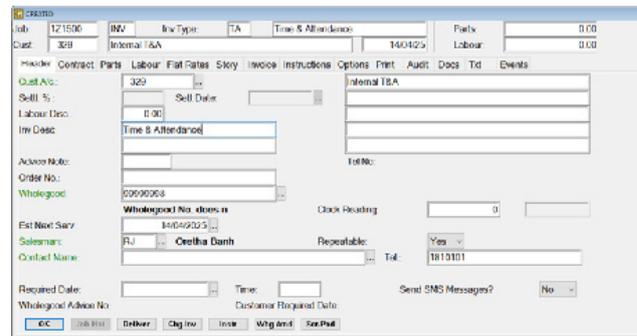
WSJ Sched. Default Priority:

Exclude Eng Sales Uplift%: No

OK Cancel Copy Set/Pas

5. A repeatable workshop job should be created for each engineer to record their clock on and off times. The job number should be created manually using the **depot code**, a **Z** and the **engineer number**. For example, employee 1 (0001) at depot 1 needs a workshop job numbered 1Z0001.

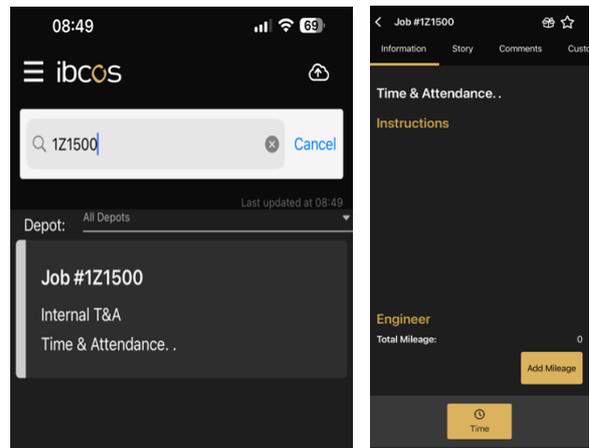
6. Select **OK**.



3. CLOCKING ON/OFF USING GOLD SERVICE

Engineers can follow the steps below to find their Time & Attendance job number and favourite the job to clock on and off each day.

1. Use the **Search** bar and enter the Time & Attendance job number.
2. Select the job and mark it as a favourite job by selecting the **Star** icon from the top right corner.
3. Tap the **Time** button to start or stop recording your time.



3. PORTAL TIME APPROVAL

Follow the steps below to view and approve the Time & Attendance entries for each engineer.

1. **Log in** to the Portal.
2. Select **Time Approval**.
3. Against each engineer you will see the Time & Attendance entry shown with a stopwatch icon. These entries can be reviewed and approved along with labour and travel.

Start	Stop	Hours	Job No.	Customer	Comment	Rate
07:30	16:15	8h 45m	1Z1500	Internal T&A		AUTOMATIC

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07:30	16:15	8h 45m	1Z1500	Internal T&A		AUTOMATIC



Did you know?

When running the Labour Analysis Report, the Time & Attendance jobs are automatically excluded. The Automated Time Sheet Print will summarise the Time & Attendance hours by engineer.

5. USEFUL INFORMATION



Support Number:

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Press Option 1



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