

How to Grant Access to View Pay Rates and Amounts on Job Time Sheets

11/05/2024 5:41 pm EST

Issue:

Customer has users who need to view the Pay Rate and Amount on Installers in Job Time Sheets. Right now, they're only able to see the pay rate as Regular but they need to be able to view the actual Rate and Amount.

Time Sheets						
Work Date	Installer	Job Task	Description	Labor Task	Units	Pay Rate
10/30/2024	Amy Bartimus	Activate	Dispatch Proce...	Equipment Install	2.000	Regular

Resolution:

This is a permissions based issue.

Steps to resolve:

1. Go to SedonaSetup > User Groups
2. Locate the User Group for the users who need to view the rate and amount
3. In the User Group, scroll to the Payroll Interface permissions and find the option labeled View Rates and Amounts and mark the permission

Application Access Report Access	
Access	Modu
☐ Edit Job Sold Date on Jobs	JM
☒ Payroll Interface	PR
☐ Import	PR
☐ Timesheets	PR
☐ Timesheet Employee Records	PR
☐ Timesheet Employee Register	PR
☒ View Rates and Amounts	PR
☐ ...	PR

4. Click Apply to Save the change

5. Have the user log out and back into SedonaOffice and have them open the Job's Time Sheets. They should now be able to view the actual Pay Rate and Amount for Installers.

Time Sheets							
Work Date	Installer	Job Task	Description	Labor Task	Units	Pay Rate	Amount
10/30/2024	Amy Bartimus	Activate	Dispatch Proce...	Equipment Install	2.000	65.00	130.00

