

# NEOGOV

## **Adding Cost Centers to Timesheets**

Last revised: 6/28/23

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## Preface

Any modifications to this document, as the document exists within NEOGOV's body of documentation, are the sole responsibility of the entity modifying the document. By making any change to this document, you agree that modifications and unchanged portions of the document are your sole responsibility, comply with legal and regulatory requirements, comply with the terms of the Service Agreement between you and NEOGOV, and you further agree to update the document as product changes are released reflecting the author of the changes.

## Overview

In some work environments, employees may perform work that is associated with a specific project, fund, grant, program, and so on. These are referred to as cost centers or billing codes. NEOGOV can apply cost centers to hours worked during time entry.

## Adding Cost Centers Timesheets

Employees and managers use the **My Timesheets** (employee) and **My Team's Timesheets** (manager) links in the Self Service **Dashboard** to access timesheets. Admins use the **Enter Employee Timesheets** screen.

## Employees and Managers

1. Go to **Dashboard > Time & Attendance > My Timesheets** (employee) or **My Team's Timesheets** (manager).
2. Select the desired timesheet from the drop-down list.

Time & Attendance

Overview **My Timesheet** My Team's Timesheets My Time Off My Team's Time Off

Timesheets

04/02/23 - 04/15/23

MC Merell Q Chantal  
Office Supervisor - Police Open Submit

Period: April 2 - April 15

80.00 REG HRS 80.00 Total Hours

Date	* Assignment	* Time Code	Cost Center	Start Time	End Time	Amount	Total Hours	
Sunday 04/02								+
Monday 04/03	PRIMARY	REG HRS		08:00 AM	04:00 PM	8.00 hrs	8.00 hours	+ □ 🗑️
Tuesday 04/04	PRIMARY	REG HRS		-	-	8.00 hrs	8.00 hours	+ □ 🗑️
Wednesday 04/05	PRIMARY	REG HRS		-	-	8.00 hrs	8.00 hours	+ □ 🗑️



You can also use the **Edit/submit timesheet Quick Action** to go directly to the current time sheet.

3. For the desired row, click into the **Cost Center** field and select an option from the list.

Date	* Assignment	* Time Code	Cost Center	Start Time	End Time
Sunday 04/02					
Monday 04/03	PRIMARY	REG HRS	Cost Center	08:00	04:00
Tuesday 04/04	PRIMARY	REG HRS			
Wednesday 04/05	PRIMARY	REG HRS			
Thursday 04/06	PRIMARY	REG HRS			
Friday 04/07	PRIMARY	REG HRS		-	-

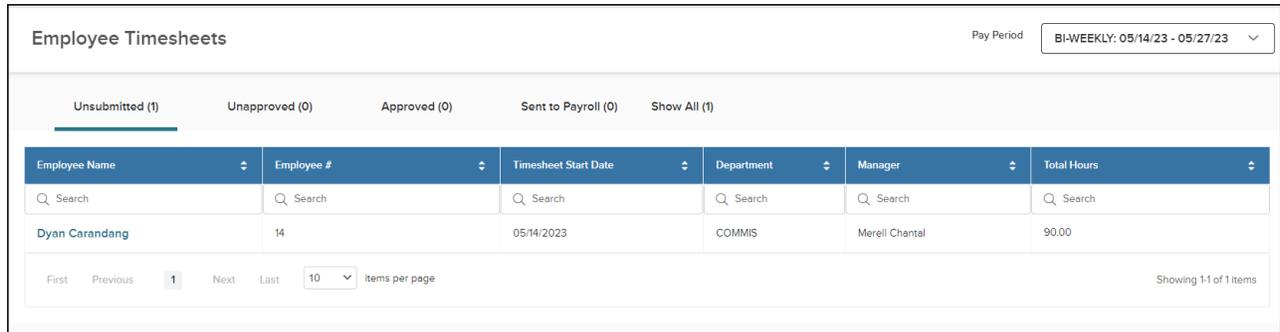
Cost Center	Description
1000	Test 1000
2000	Test 2000
3000	Test 3000
4000	Test 4000

4. Click out of the field to save the change.

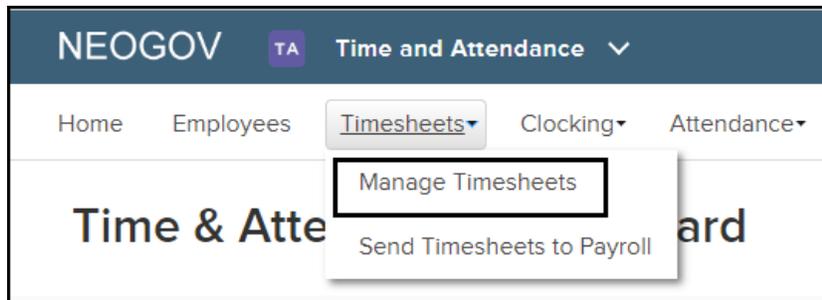
Date	* Assignment	* Time Code	Cost Center	Start Time	End Time	Amount	Total Hours	
Sunday 04/02								+
Monday 04/03	PRIMARY	REG HRS	1000	08:00 AM	04:00 PM	8.00 hrs	8.00 hours	+ □ 🗑️

## Admins

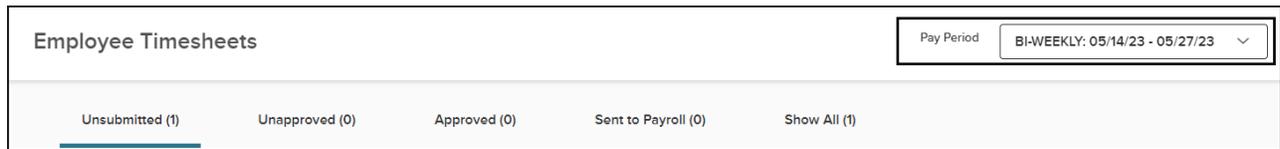
Admins use the **Employee Timesheets** screen to add cost centers.



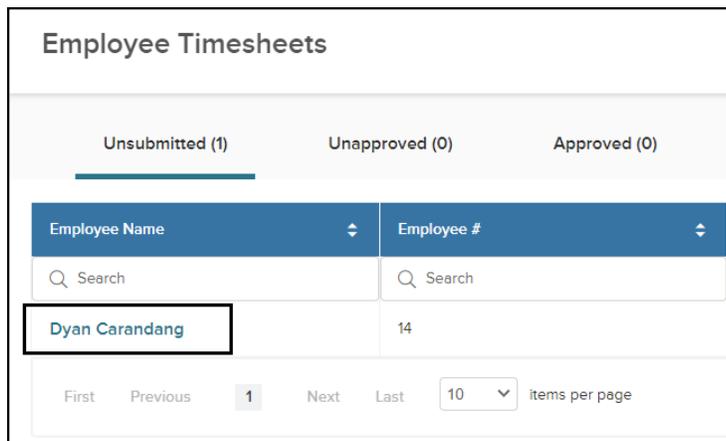
1. From the **Time & Attendance Dashboard**, click **Timesheets > Manage Timesheets**.



2. Select the desired **Pay Period**.



3. Click the name of the desired employee to open the timesheet.



4. For the desired row, click into the **Cost Center** field and select an option from the list.

Date	* Assignment	* Time Code	Cost Center	Start Time	End Time
Sunday 04/02					
Monday 04/03	PRIMARY	REG HRS	Cost Center	08:00	04:00
Tuesday 04/04	PRIMARY	REG HRS			
Wednesday 04/05	PRIMARY	REG HRS			
Thursday 04/06	PRIMARY	REG HRS			
Friday 04/07	PRIMARY	REG HRS		-	-

Cost Center	Description
1000	Test 1000
2000	Test 2000
3000	Test 3000
4000	Test 4000

5. Click out of the field to save the change.

Date	* Assignment	* Time Code	Cost Center	Start Time	End Time	Amount	Total Hours	
Sunday 04/02								+
Monday 04/03	PRIMARY	REG HRS	1000	08:00 AM	04:00 PM	8.00 hrs	8.00 hours	+ □ 🗑️