

Airtable README - Move Orthopedics Timesheets - v4

aka Maryke

Intention of Airtable base is to give accounts manager overview of how to invoice/collect employees' salary from each of the doctors (Hardcastle, Wever, Groenewald) as result of proportion of time shared employee has spent at their practice.

⚡ for each variation of [Location](#) and [Type of Work](#) a new form must be submitted

therefore these fields set to "Single Select" type fields (previously "Multiple Select")

✎ Idea for Future Version (and more generic)

refer to refer to v3 - grouped

- extract hours worked from start and stop time (*split fields to `Start Time` and `End Time` - "Duration" type fields*)
 - determine overtime based thereon
- combine worksheets of different individuals working for same organization and use unique identifier (Name or ID Number) to split entries
 - could make [Recon](#) sheet for each OR have group by this identifier in [Recon](#) sheet
 - can then also determine overtime on individual basis ie. X works 6h and Y 10h

How Base Works

Tables

Data

Date

(identifier)

Week Number

Type: Formula

WEEKNUM(Date)

Location

Type: Single Select

- Hardcastle
- Wever
- Groenewald
- Practise
- ***divided equally***
- SICK
- LEAVE

Type of Work

Type: Single Select

- Meeting
- Theatre Preparation
- ...

Location Notes

Type: Long Text

Start-Stop Time

Type: Single Line Text

Hours

Type: Duration

Format: duration (h:mm)

Overtime

Type: Duration

Format: duration (h:mm)

Total Hours

Type: Formula

Description: calculates the sum of regular and overtime hours for each record.

Hours + Overtime

Format: duration (h:mm)

Queries

Type: Long Text

Billing Month

Type: Formula

Description: displays the full month name (e.g., January, February) from the Date field

based on field [Date](#) entered in [Timesheet Form](#)

```
IF(DATETIME_FORMAT({Date Created}, 'MMMM') = {Billing Month},  
  'No',  
  'Yes'  
)
```

Billing Month - deprecated

refer to v1 for more detail

once satisfied with base - delete this field

Link to Recon

Type: Link to Other Records

NOTICE: do not allow linking to multiple records in [Recon](#) to prevent counting duplicated work

Date Created

Type: Built-In

NOTICE: enables [Is Manual Intervention Required?](#) and can be used to verify if individual claims to have completed the form in timely manner

Is Manual Intervention Required?

Type: Formula

Description: indicates if manual intervention is needed by comparing the record's creation month to the Billing Month.

if time entry logged/created is after automation trigger, will need to link data to "Recon" sheet

using "MANUALLY FIX RECON" view

NB - link based on Billing Month (or Calendar Month if this option chosen)

```
IF(
  AND(
    DATETIME_FORMAT({Date}, 'MMMM') = {Billing Month},
    {Link to Recon} = BLANK()
  ),
  'Yes',
  'No'
)
```

Recon

Trigger Date Time

(identifier)

Previous Month aka Billing Month

Type: Formula

Description: used in automation [for future Recon updates](#) to group all records from previous month in [Data](#) sheet into same [Recon](#) sheet record **running 12th of every month**

```
DATETIME_FORMAT(
  DATEADD({Trigger Date Time}, -1, 'month'),
  'MMMM'
)
```

Format: duration (h:mm)

Groenewald | Total Hours

Type: Rollup

with condition based on [Location](#)

Formula: `sum(values)`

Format: duration (h:mm)

Practise | Total Hours

Type: Rollup

with condition based on [Location](#)

Formula: `sum(values)`

Format: duration (h:mm)

Total Hours

Type: Formula

```
{Hardcastle | Total Hours} + {Wever | Total Hours} + {Groenewald |  
Total Hours} + {Practise | Total Hours}
```

Format: duration (h:mm)

Hardcastle | Proportion

Type: Formula

```
({Hardcastle | Total Hours} + (1/3)*{Practise | Total Hours}) / {Total Hours}
```

Format: duration (h:mm)

Wever | Proportion

Type: Formula

```
({Wever | Total Hours} + (1/3)*{Practise | Total Hours}) / {Total Hours}
```

Format: duration (h:mm)

Groenewald | Proportion

Type: Formula

$$\frac{(\{\text{Groenewald} \mid \text{Total Hours}\} + (1/3) * \{\text{Practise} \mid \text{Total Hours}\})}{\{\text{Total Hours}\}}$$

Format: duration (h:mm)

Forms

Timesheet Form

uses [Date](#), [Location](#), [Location notes](#), [Start-Stop Time](#), [Hours](#), [Overtime](#), [Type of Work](#)

Automations

for future Recon updates


eg. November 2025 - end

The image shows a workflow automation interface. On the left, a vertical timeline shows the sequence of steps: a TRIGGER, followed by ACTIONS, and a TEST STEP. The TRIGGER is 'At a scheduled time' with a sub-note 'Every 1 month on the 5th and last day at 11:00'. The ACTIONS section contains three steps: 'Create record In Recon', 'Find records Where Billing Month is Previous Month ...', and a 'Repeat for each in' loop. The loop is configured with 'List of records' and 'Update a record'. Inside the loop is an 'Update record' action. The TEST STEP is labeled 'Test step'. On the right, the 'ACTION DETAILS' panel for the 'Update record' action is expanded. It shows the 'Action type' as 'Update record'. The 'LABELS' section has a 'Description' field with the placeholder 'Enter a description'. The 'CONFIGURATION' section includes 'Action will run...' set to 'Always', a '* Table' dropdown set to 'Recon', a '* Record ID' dropdown set to 'Airtable record ID', and a '* Fields' section with a 'Link to Data' dropdown set to 'Airtable record ID'. A '+ Choose field' link is also present. The 'TEST STEP' section at the bottom states: 'Test this action to confirm its configuration is correct. The data from this test can be used in later steps.'


set to trigger on 12th of every month


for back-dated Recon updates


TRIGGER


 Fix configuration

ACTIONS


 **At a scheduled time**
On Tuesday, July 29th 2025 at 11:00am SAST

 **Create record**
In Recon

 **Find records**
From February 2025

Repeat for each in  List of records

Update a record

 **Update record**

TRIGGER DETAILS

Trigger type

At scheduled time

Dates and times are shown in your local time zone SAST. [Learn more](#)

CONFIGURATION

* Interval type

One time

* Timing

This trigger's scheduled time has already passed, and will not fire.

[Set to near future](#)

On 7/29/2025 at 11:00am

TEST STEP

Test this trigger to confirm its configuration is correct. The data from this test can be used in later steps.

Test trigger

set trigger at specific time

use views in [Data](#) as filter for records to be linked to given record in [Recon](#)

▼

Data

▼

Recon

+

Add or Import

☰

March 2025

▼

+

Create new...

🔍

Find a view

▼

for back-dated Recon updates

📅

January 2025

📅

February 2025

📅

March 2025

📅

April 2025

☐

Date

📝

Location Notes

7

March 17, 2025

8

March 19, 2025

9

March 24, 2025

10

March 26, 2025

11

March 28, 2025

12

March 31, 2025

+

LOCATION

▼

Dr. Weaver

10

13

March 4, 2025

08H00 - 17H00

14

March 5, 2025

08H00 - 12H00

15

March 7, 2025

13H00 - 16H00

16

March 11, 2025

08H00 - 17H00

17

March 12, 2025

08H00 - 12H00

18

March 18, 2025

08H00 - 17H00

⚠

Editing this filter may trigger a large number of automation runs

In this view, show records

Where

Year

▼

≠

▼

2025

🗑

⋮

and

▼

Billing Month

▼

is

▼

March

🗑

⋮

+ Add condition

+ Add condition group

🔗

Copy from another view

Cancel

Apply

End of Document

Last updated: November 11, 2025