

Knowledge Base



Introduction

Gojee can send timesheets directly through to Xero to save you time. Gojee uses times recorded in the system to populate the time records.

Note: Timesheet sync to Xero is currently only supported for the Australian payroll in Xero. If you're in another country you can use the [Time Summary report](#) to export the data into a CSV form.

Prerequisites: Time tracking or time entry via the daily task review needs to be complete prior to preparing timesheets. Refer to [Time Tracking](#) for more information.

Prepare Xero Timesheets for Employees

This function will prepare timesheets for employees already in the Xero database. You will not be able to create a timesheet from this page for any workers added in Gojee directly from the staff page (i.e. contractors). For Xero timesheets, Gojee offers a workflow to review the time entries, submit the timesheet for approval and then post into Xero.

Note: You can review a summary of all times for non-Xero employees from the Time Summary report. Refer to [Reports & Insights](#) for more information.

To get started, navigate to HR Management and Prepare Xero Timesheets. From this page choose the Xero employee from the dropdown list:

Manage timesheets

Staff Member: James Lebron Status: Approved Draft Posting Failed Rejected Submitted

Start Date	End Date	Status	Timesheet Hours	Non-timesheet Hours
15 May 2023	28 May 2023	Draft	00:00	00:00

Once the employee is selected, the list of timesheets will be shown. The pay periods of these timesheets will be synced from the payroll menu in Xero.

Note: If the timesheet for the current period is not available in Gojee, it is because there is a draft or completed Pay Run which already exists in the Xero file for this pay period. If the payroll is in draft status, you can “Delete Pay Run” from the Xero Pay Employees menu and then do a sync with Xero from Gojee to pull in the latest information:

Pay Employees • Fortnight ending 14 May 2023

Fortnight ending 14 May 2023

Earnings	Taxes	Superannuation	Net Pay	Status	Payment Date
13,094.25	2,840.00	953.25	10,054.25	Draft	15 May 2023

3 employees included

First name	Last name	Employee Group	Last Edited	Earnings	Tax	Super	Net pay	Included
James	Lebron			3,034.25	492.00	228.08	2,482.25	✓
Oliver	Gray			4,580.00	1,201.00	340.20	3,339.00	✓
Sally	Martin			5,480.00	1,147.00	385.20	4,233.00	✓

+ Add a payslip message

[Delete Pay Run](#)
[Reset Pay Run](#)
[View Reports](#)
[Post Pay Run](#)
[Close](#)

History

To Sync the changes with Gojee, go to the My Account menu in Gojee from the top right-hand menu and click on Sync Xero Now, and then select “Organisation Setup” from the dropdown provided.

My Account

Active Organisation: **Demo Company (AU) -**

Role: Organisation Owner

[Organisation Settings](#)

Xero Connections ?

[Sync Xero Now](#)
[Manage Subscription](#)

- All
- Organisation Setup
- Job Resources
- Contacts
- Invoice Payments

- Once the pay period is shown in Gojee for the employee, click on the Edit icon on the right of the row corresponding to the pay period to process the pay run.

Manage timesheets

Staff Member: James Lebron Status: Approved x Draft x Pending/Failed x Rejected x Submitted x

Start Date	End Date	Status	Timesheet Hours	Non-timesheet Hours	
15 May 2023	28 May 2023	Draft	00:00	00:00	
01 May 2023	14 May 2023	Draft	00:00	00:00	
17 Apr 2023	30 Apr 2023	Draft	00:00	00:00	

- Once you click on the edit icon, it will bring up the following screen:

Review Timesheet - James Lebron

Timesheet overview

Start Date: 01/05/2023 End Date: 14/05/2023

Timesheet Hours: 07:58 Non Timesheet Hours: 00:00

Status: Draft Last modified: 04/05/2023 11:22 AM

Reviewer comment:

[Submit for Approval](#)
[Save Changes](#)
[Import Job Tasks](#)
[Exit](#)

Daily records

Date	Timesheet Hours	Non-timesheet Hours	
01 May 2023	00:00	00:00	View Manage Tasks
02 May 2023	00:00	00:00	View Manage Tasks
03 May 2023	07:58	00:00	View Manage Tasks

- Before processing any time information, click on the **Import Job Tasks** button to pull all of the latest time records onto the payrun.
- Once the data is loaded, there will be a row in the daily records section for each day in the pay period. The total timesheets and non-timesheet hours will be shown for each day.

The Manage Tasks Button

Click on the manage task button to navigate to the daily task review page for the employee for the day. Making changes to this page will update both the timesheet and the job costs at the same time. This is the suggested workflow to edit times on the timesheet prior to submitting the timesheet for review:

Daily Task Review

Filters: Date: 03/05/2023 Staff Member: Test User Display Setting: ☒ Comments ☒ Paid hours ☒ Customer billable hours ☒ Unallocated Time ☒ Non-paid hours ☒ Audit [Create Task](#)

Job	Customer	Task	Activity	Start	End	Complete	Paid Hours	Non-Paid Hours	Customer Billable	Audit
J00001	City Limousines	Electrician - City Limousines	General	09:00	13:00	Yes	04:00	-	04:00	Edit Delete
-	-	Unallocated Time		13:00	14:00	-	-	01:00	-	
J00002	Bayside Club	Air Cond. Technician - Bayside Club	General	14:00	18:00	No	04:00	-	04:00	Edit Delete

Once you've made the changes to the time entries, navigate back to the timesheet page and **be sure to click on Import Job Tasks** to get the latest changes in the timesheet module.

The View Button

Click on the View button from the Timesheet page to see a summary list of the tasks for each day.

21 Mar 2024

Overview of 21 Mar 2024

Timesheet Hours

15:00

Non-timesheet Hours

00:00

Job Execution Entries

Job	Profession	Activity	Start	End	Hours	In timesheet?
J00008	Electrician	General	-	-	12:30	Yes
J00008	Air Cond. Technician	General	-	-	02:30	Yes

Close

It allows you to see the breakdown of individual logged times, and how they were logged into the sheet – whether by job execution or by bulk entry.

23 Mar 2024

Overview of 23 Mar 2024

Timesheet Hours

07:30

Non-timesheet Hours

01:30

Bulk Time Entries

Job	Profession	Activity	Record Date	Start	End	Hours	In timesheet?
J00010	Electrician	General	23 Mar 2024, 15:30	23 Mar 2024, 15:30	23 Mar 2024, 17:00	01:30	Yes
J00008	Electrician	General	23 Mar 2024, 08:00	23 Mar 2024, 08:00	23 Mar 2024, 08:45	00:45	Yes
J00008	Electrician	Downtime	23 Mar 2024, 08:45	23 Mar 2024, 08:45	23 Mar 2024, 09:00	00:15	Yes
J00010	Electrician	General	23 Mar 2024, 09:00	23 Mar 2024, 09:00	23 Mar 2024, 12:00	03:00	Yes
J00010	Electrician	Break	23 Mar 2024, 12:00	23 Mar 2024, 12:00	23 Mar 2024, 13:00	01:00	No
J00010	Air Cond. Technician	General	23 Mar 2024, 13:00	23 Mar 2024, 13:00	23 Mar 2024, 15:00	02:00	Yes
J00010	Air Cond. Technician	Break	23 Mar 2024, 15:00	23 Mar 2024, 15:00	23 Mar 2024, 15:30	00:30	No

Close

Time Summary Report

Navigate to [Reports and Insights > Time Summary](#) and the report page will be shown. This report will show times for both employees and contractors. From this page you can select a date range and a worker and then hit **Generate Report**. The report can also be exported to a CSV file by clicking on the **Export Report** button.

From Date

24/04/2023

To Date

30/04/2023

Staff Member

Dylan Crisp

A maximum date range of 365 days can be selected.

Generate Report

Export Report

Time Summary

Day	Paid Hours	Non-Paid Hours	Customer Billable Hours	Total Hours
2023-04-24	7.95	0.97	7.95	8.92
2023-04-25	0	0	0	0
2023-04-26	7.93	0	7.93	7.93
2023-04-27	8.22	0.93	8.22	9.15
2023-04-28	8.23	0.92	8.23	9.15
2023-04-29	0	0	0	0
2023-04-30	0	0	0	0
Total	32.33	2.82	32.33	35.15

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