

# Quick Topic - Scheduling a Timesheet Minimum Entry Email Reminder

*Title: Scheduling a Timesheet Minimum Entry Email Reminder*

*Brief description:*

This topic covers best practices for various combinations of settings in the **Admin > Schedule** and **Admin > Reminders** areas.

*What's covered in this document:*

- [Where and How to Set Up Reminders](#)
  - [Reminder Tab](#)
  - [Schedule Tab](#)
- [Limit Reminders to Part-Time Employees](#)
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## Where and How to Set Up Reminders

There are three places to set Reminder settings:

1. **Admin > Reminders:** Create new reminders
2. **Admin > Schedule:** Edit existing reminders
3. **Admin > Setup > Miscellaneous > Email Reminders:** Edit the message and subject of the reminder

## Reminder Tab

In **Admin > Reminders**, the *Remindertab* is where you choose the type of reminder. Let's take a look at the Timesheet Minimum Hour reminder.

Some Unanet users like to check employee timesheets on the evening of the workday, at 6pm or 8pm. Other Unanet users like to check first thing the next morning. Let's look at the latter method here.

A common best practice is to look the following morning at timesheets for the previous day. If hours are not recorded to the specified minimum, a reminder is sent to the owner of the timesheet (and to the Manager, if desired, by checking the *Send Summary to Manager* box at the bottom of the *Reminder* page). To set this up, set the date to "Yesterday" and the hours to either a numeric value for everyone in *Hours* (8 hours, 2 hours, 0.1 hours) or use the hours in a person's business day.

Minimum hours settings:

*Hours* - One best practice using *Hours* is to set this value to 0.1. This means that the reminder will look to see if something is filled out in the timesheet, and can be useful for organizations who do not expect a minimum number of hours to be worked per day as long as some value of hours has been entered in the timesheet.

Use *Hours in Business Day* is useful for organizations where people work a variety of business hours in a day (10 hour days, 4 hour days, etc.). The **Admin > Setup > Business Week** area allows you to specify business day hours in addition to business week hours, and those are the values used in this setting.

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### Admin – Reminders

Reminder Schedule

REMINDER TYPE: Timesheet Minimum Hour

Person:

Org. Code Last Name

Show Org. Codes in filter only

Approval Group:

<All People>

<All Approval Groups>

Executive  
Hourly  
Salaried  
Subcontractor

9/80 Bi-Weekly  
9/80 Weekly  
Bi-Weekly  
Semi-Monthly  
WeeklySa-Fr

5/12/2019

Yesterday

Hours: 0.1  
 Use Hours In Business Day — defined in Business Week

EMAIL SUMMARY:

Send Summary to Manager  Additional comma-separated e-mail addresses

Existing scheduled reminders can be edited via the Admin >> Schedule screen.

Preview Save

**Important Note:**

If the *Send Summary to Manager* check box is selected as shown above, a dependency is created requiring the specific notification being set up - *Timesheet Minimum Hour Summary* in this case - to be ACTIVE.

To verify:

- Navigate to **Admin > Setup > Miscellaneous > E-mail Notifications** and locate the specific notification template.
- If there is no check mark in the ACTIVE column for that notification template, click the **edit pencil icon** and select the *Active* check box.
- Click **Save**.

If the notification template is not ACTIVE, email reminders will not be delivered.

Name: Timesheet Minimum Hour Summary	Description: Triggered when timesheet minimum hour reminder is run. Sent to the manager.
Subject: <input type="text" value="Timesheet Minimum Hour Summary For \$DATE"/>	Message: The following users have reported less than their expected number of hours for \$DATE: \$FOR_EACH \$OWNER \$FOR_EACH
Active: <input checked="" type="checkbox"/>	
<input type="button" value="Save"/>	<input type="button" value="Cancel"/>

TIMESHEET NOTIFICATIONS		
<input type="checkbox"/> Timesheet Manager Submit Adjustment	Triggered when an adjusted timesheet is SUBMITTED for manager approval. Sent to the first manager in the timesheet owners approval group.	<input checked="" type="checkbox"/>
<input checked="" type="checkbox"/> Timesheet Minimum Hour Summary	Triggered when timesheet minimum hour reminder is run. Sent to the manager.	<input checked="" type="checkbox"/>
<input type="checkbox"/> Timesheet Project Approver Approved	Triggered when a timesheet is APPROVED by a project approver. Sent to the owner of the timesheet.	<input checked="" type="checkbox"/>
<input type="checkbox"/> Timesheet Project Approver Approved Adjustment	Triggered when an adjusted timesheet is APPROVED by a project approver. Sent to the owner of the timesheet.	<input checked="" type="checkbox"/>
<input type="checkbox"/> Timesheet Project Approver Disapproved	Triggered when a timesheet is DISAPPROVED by a project approver. Sent to the owner of the timesheet.	<input checked="" type="checkbox"/>

## Schedule Tab

In **Admin > Reminders**, the *Schedule* tab is used to specify when the reminder will kick off and look in timesheets. In the example below, since we had set "Yesterday" in the *Remindertab*, the *Schedule* tab is set to "Daily" and runs only "Tuesday - Saturday." This is because people are typically expected to work minimum hours on Monday - Friday. On Tuesday it will look at Monday, On Wednesday it will look at Tuesday, etc. Sunday is unchecked because we don't want to look at Saturday. Monday is unchecked because we don't want to look at Sunday.

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### Admin – Reminders

Reminder **Schedule**

SCHEDULE TYPE:  NONE  DAILY  WEEKLY  MONTHLY  ADVANCED

Name:

Description:

Date Range: 5/13/2019  —   The job will only execute during this date range.

Time: 6 : 00 AM

Days:

- Every Day
- Week Days
- Select:  Sun  Mon  Tue  Wed  Thu  Fri  Sat

Existing scheduled reminders can be edited via the Admin >> Schedule screen.

Once saved, your reminder settings can be edited under **Admin > Schedule**.

## Limit Reminders to Part-Time Employees

Some software products allow part-time employees to indicate days on which they are not going to work, and on those days the part-time employees do not receive timesheet entry reminders.

For example, in Deltek, the part-time employee may enter zero (0) hours on future dates against a project called Days Not Worked, alerting the company that those were days the employee did not plan on working.

That person would not get email reminders for the zero hour days, but *they would* get reminders for no time entered on days they had not already indicated with zero hours.

Unanet offers a workaround that would provide similar results.

An option in Unanet is to set up an unpaid pay code, call it something innocuous like Non-Work, and assign it to a similar non-work project that is non-billable (NB) that would allow for future time entry.

Of course, there would be hours on the timesheet that were not worked, and would need to be excluded from payroll exports and reports.

We can use Employee Type to prevent the part-time employees from ever getting the reminder, but that is not preferred as we do want them to get the reminder for days they do intend to work.

## Additional Information

[Help Docs - Email Reminders](#)

[Help Docs - Support for DCAA](#)