Timesheets — Commercial User Guide

From a worker's day on site to labour cost on the project: setup, the weekly review, approval, and what lands in the Budget Register

Deep Space Horizon · Delivery → Self-Performed Delivery → Weekly Timesheets · October 2026

Workers record each day on **DS Site**. The office reviews the week in **Timesheets**, fixes anything coded wrongly, and approves it. The moment a worker's week is **manager-approved**, Deep Space turns those hours into labour cost on the right project and cost code: an internal **wages purchase order per project per pay week**, invoiced in full by a paid claim per worker, so the **Budget Register** shows the labour in *Committed* and *Actuals to Date* next to subcontractor and supplier costs. Nothing is sent to a supplier or to your accounting system; payroll stays where it is.

1. Set up once
Labour rates per role, each worker linked to a rate, a wages cost code per project (or a workspace default).

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2. Field
Workers submit a Daily Time Record in DS Site: project, start, break, finish.

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3. Office
Review the week in Timesheets, re-point or pin coding where needed, check the Costing panel.

→

4. Approve
Admin stamps, Manager approves: the week locks and posts.

→

5. Money
Wages PO + paid claim per project; Budget Register, PO Register and Invoice Register update.

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1. What posting does, in one picture

One manager approval of one worker's week produces, for **each project** the worker touched that week:

Record	What it is	Where you see it

Wages purchase order	*"Wages — week ending Sun 11 Oct 2026"*: one internal PO per project per pay week, issued to **your own company**, status Approved, in the workspace's currency. The first worker approved raises it; every later worker that week **extends** it with another line. Never sent, never synced to Xero.	PO Register (badge WAGES)
PO line	One line per worker × cost code: *"Ricky Sevta — 42.00 h @ 85.00/h — CC-01-02 Site Supervision"*, quantity = hours, rate = the worker's labour cost rate.	PO Register → order detail
Paid wages claim	*"Wages W/E 11 Oct 2026 — Ricky Sevta"*, one per worker per project, paid in full against the PO line.	Invoice Register; Budget Register drill-down
Budget Register	The amount lands on the cost code in **Committed** and **Actuals to Date** (Open Commitment stays 0). Forecast / EAC and WIP follow as for any other cost.	Budget Register row + Actuals drill-down

Rates are frozen at posting. The hours are priced at the worker's labour cost rate *at the moment the week is manager-approved*. Changing a rate later only affects weeks approved after the change. To re-price a posted week, Unlock it and re-approve (§8).

2. Setting up

2.1 Labour rates (Admin → Finance → Labour Rates)

Create an **award** group or two on the *Awards* tab, then one **labour rate** per role on the *Labour Rates* tab: name, award, role / level, **cost rate** (what posting uses), sell rate, effective date. Project-specific rates live on the *Project Overrides* tab and win over the base cost rate for that project.

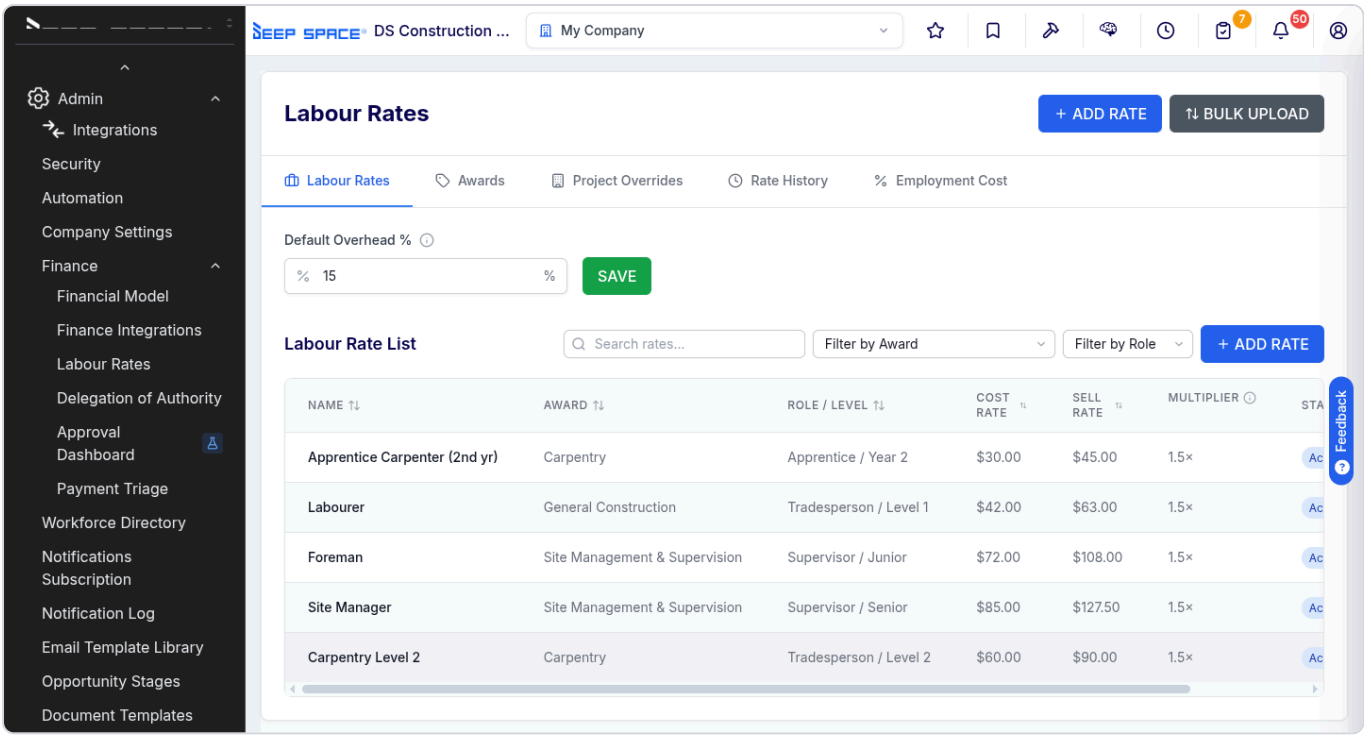


Figure 1. Labour Rates: one row per role with its cost rate. Add Rate opens the form; the Award dropdown lists the workspace's awards.

2.2 Link each worker to a rate (Admin → Workforce Directory)

Open the worker, **Edit**, choose the **Labour Rate**. A worker with no rate cannot post: the week still locks, but the chip reads **Not posted** with the reason, and **Post to budget** re-runs it once a rate is set.

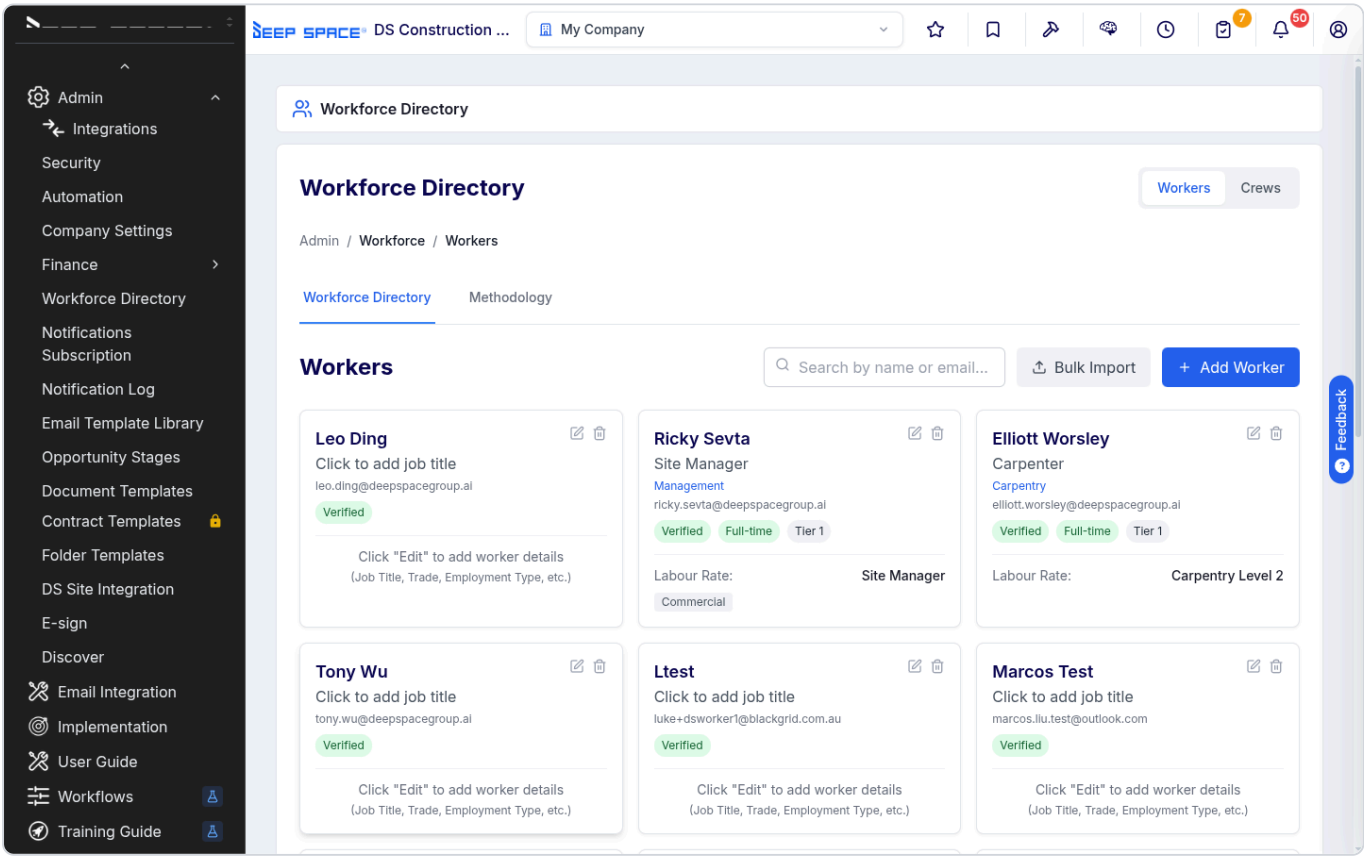


Figure 2. Workforce Directory: the worker card shows the linked labour rate.

2.3 Wages cost codes and defaults

Hours post to a cost code chosen by this chain, first match wins:

1. **A cost code pinned on the entry** in the cell drawer (§5).
2. **The project's default wages cost code** — Project Settings → Commercial Defaults → *Labour defaults*.
3. **The workspace default wages cost code** — Company Settings → Commercial → *Timesheets*.
4. **The week's fallback cost code** — the picker in the Timesheets page header (kept from V2 as a last resort).

If none resolves, the week locks but does not post, with the reason *"no cost code for project …"*. Set a workspace default first; add project defaults where a project costs labour differently (e.g. supervision vs trade labour); pin on the entry only for exceptions.

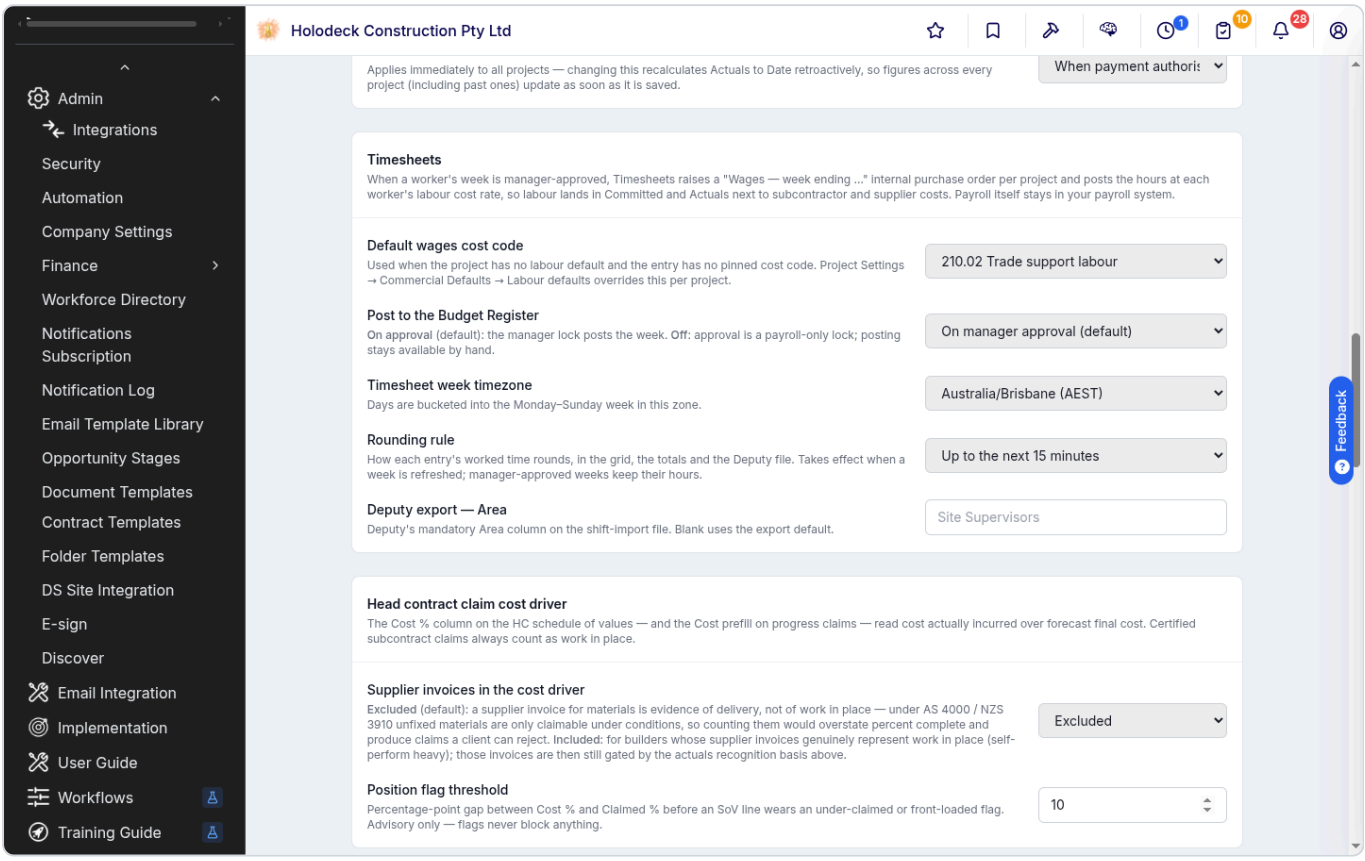


Figure 3. Company Settings → Commercial → Timesheets: default wages cost code, *Post to the Budget Register* (On approval / Off), the week timezone, the rounding rule and the Deputy area.

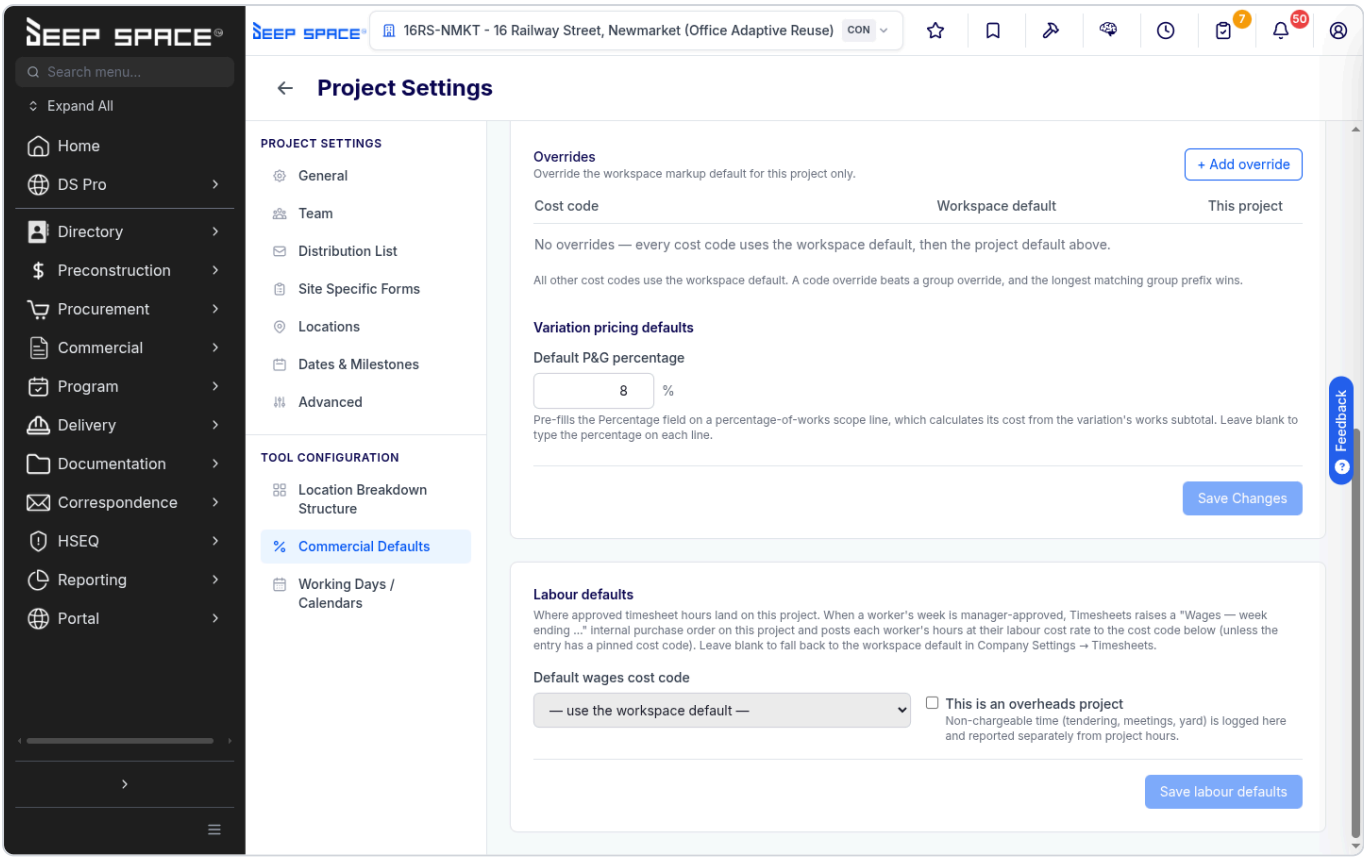


Figure 4. Project Settings → Commercial Defaults → Labour defaults: this project's wages cost code and the *overheads project* flag.

Setting	Effect
Default wages cost code (workspace)	Used when the project has no default and the entry has no pin.
Default wages cost code (project)	Overrides the workspace default for that project.
Post to the Budget Register	*On approval* (default) posts when a Manager approves. *Off* keeps V2 behaviour: approvals lock the week and nothing posts.
Week timezone	Which calendar day a shift belongs to. Leave blank for AEST; set `Australia/Perth` for WA.
Rounding rule	How each entry's worked time rounds. *Nearest 15 minutes* (default: 10 minutes or more into a quarter-hour rounds up, less rounds down), *Up to the next 15 minutes* (for awards that pay to the next quarter-hour), or *No rounding*. Applies in the grid, the totals and the Deputy file. A change takes effect when a week is next refreshed; Manager-approved weeks keep their hours.
This is an overheads project	Marks a project that absorbs non-chargeable time (tendering, yard, meetings). It is an ordinary project with its own wages cost code; the flag is for reporting.
Currency	Wages POs follow **Company Settings** → **Country** (Australia → AUD, New Zealand → NZD), the same rule as the rest of the register.

Overheads. Create a project called e.g. *Overheads* with a budget line on a wages cost code, tick *This is an overheads project*, and it appears in the DS Site project list like any other. Workers log non-chargeable time to it; it never touches a client project's budget.

3. On site: the Daily Time Record

Workers fill in one **Daily Time Record** in DS Site per day. The project list is the workspace's own project list, kept in sync by Horizon, so the project chosen on site is the project the hours post to.

Field	What to enter
Date / Did you work?	The day; a "No" day needs nothing further.
Project	From the project selector. *My Site/Project is Not Listed* is allowed, but those hours cannot post until the office points them at a project (§5).
Start / End	Clock times for that project, to the minute; Timesheets rounds each entry under the workspace rounding rule (§2.3). Night shifts crossing midnight count on the day the shift started.
Break start / end	Required on every entry; enter the same time twice for no break.
Time for another project	Add as many entries as projects worked that day; each has its own times.
Signature, location	Optional.

One Daily Time Record per worker per day. A split day goes in that one record as extra *Time for another project* rows, never as a second record. A second submission for the same day is kept as an *alternate*: it is not costed and shows only in the cell drawer under *Other submissions for this day*, where the office can switch to it (switching replaces the day, it does not add to it). An edit after the office has reviewed shows as *changed* and must be accepted; after Manager approval the recorded hours are locked regardless of later edits or submissions — Unlock to take them in.

Can a worker change a record after submitting it? In DS Site, yes, for as long as the record is open to them. Timesheets never takes a later edit on its own: the cell shows *changed* with the old and new values side by side, and a workspace manager must *Accept latest*. Once the Manager stamp is on, nothing later is taken unless someone unlocks the week on purpose. That is why the week is approved before it is exported (§6).

4. The weekly grid

Delivery → Self-Performed Delivery → Weekly Timesheets. One row per worker, one cell per day, Monday to Sunday; the week picker and `Today` move between weeks. Each cell shows hours / break and the project(s). The *Week* column totals hours and days. A worker gets a row only once DS Site has a Daily Time Record from them in that week; workers are not added from this page. The page is workspace-wide: it lists every worker and every project for the week whatever project is selected in the top bar, so use the Costing panel for the per-project split.

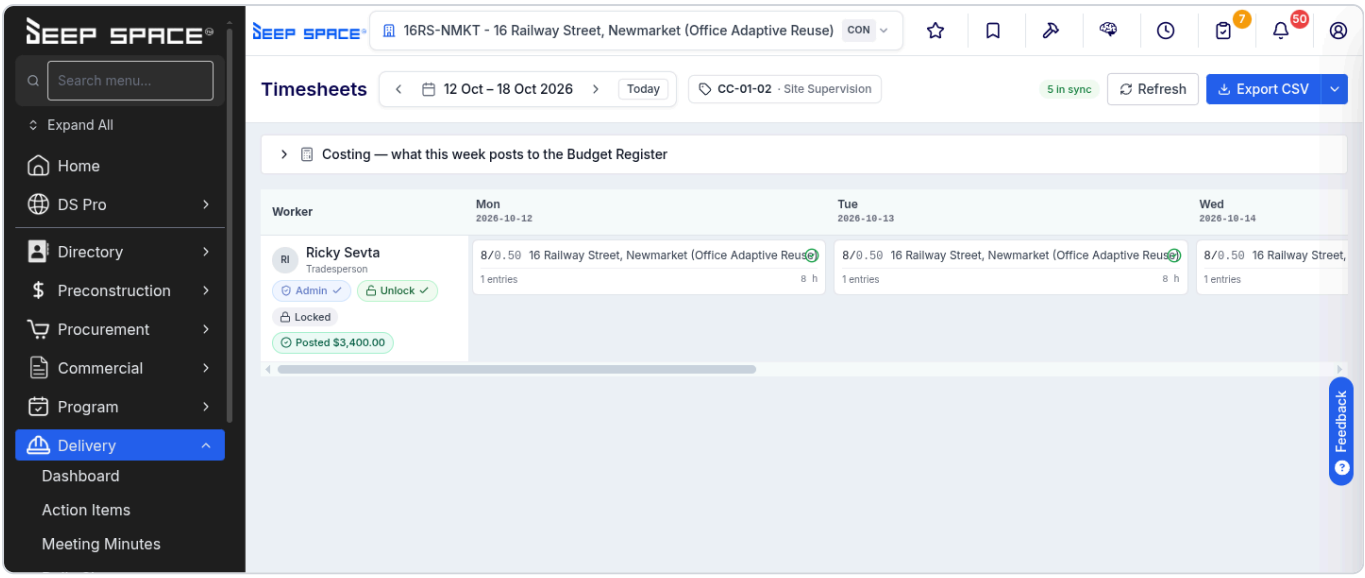


Figure 5. A week: approval chips, posting chip, the *Fallback cost code* picker and the Costing panel toggle in the header.

Indicator	Meaning
n in sync	Cells match the latest DS Site submissions. **Refresh** re-reads DS Site for the week.
changed	The worker edited the submission after it was reviewed. Open the cell and *Accept latest* (coding you set is kept).
missing	No submission for that day.
Fallback cost code	The week-level cost code used only when neither the entry, the project nor the workspace has one.

The cell drawer

Click a cell. *Submission* shows the worker, date, labour type and hourly rate, then each project entry with its times, and a **COSTING** block per entry: the project the hours will post to, the cost code (or *project / workspace default*), and **Edit coding**. *Edit* lets a reviewer correct an entry with a reason: *Correct the clocks* (start, end and break, from which the hours follow under the rounding rule) or *Set the hours* (a figure typed directly). A corrected entry carries an *Override* badge, and both payroll files carry the correction. *Timeline* lists every change, approval and posting event for that day.

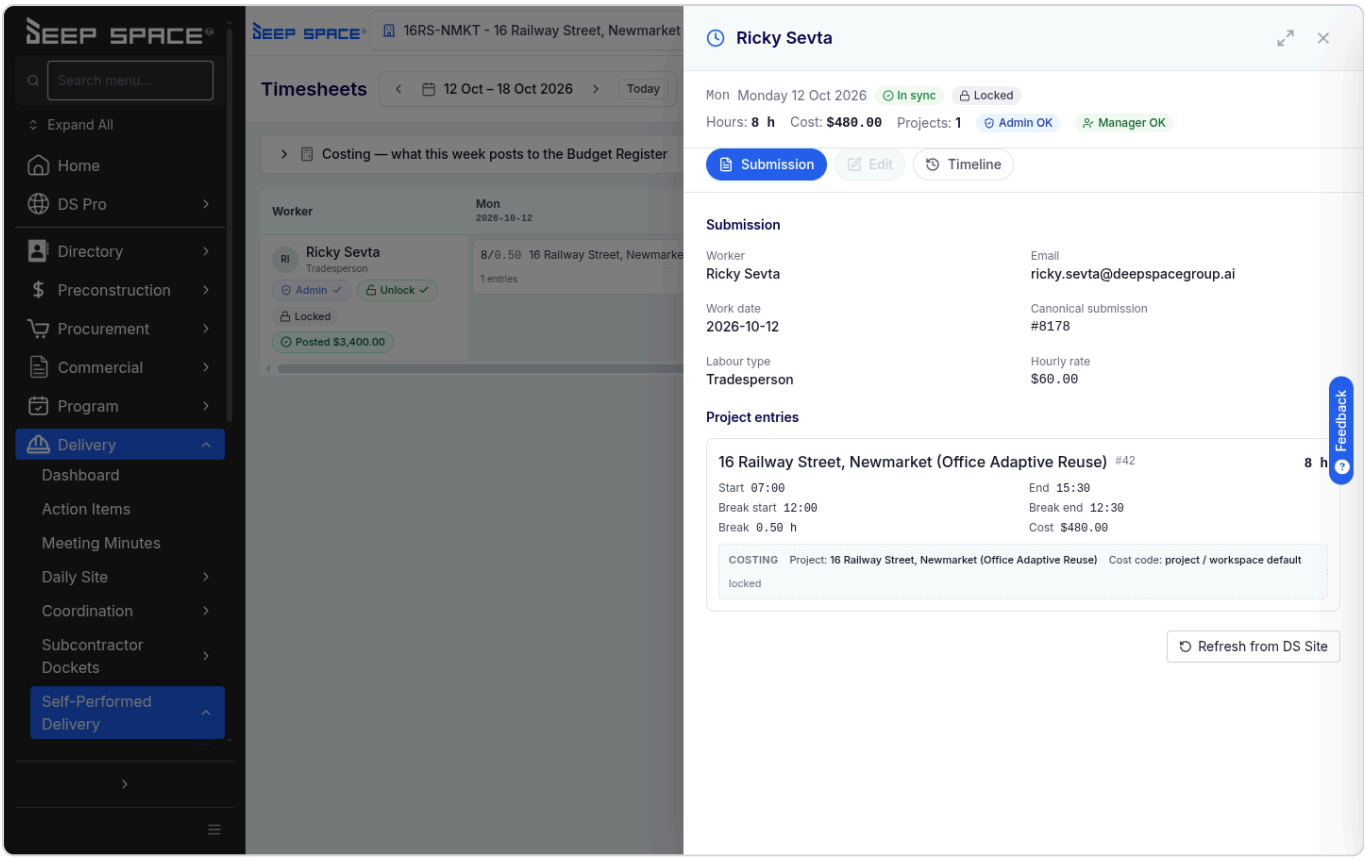


Figure 6. The cell drawer: the submission as captured, with the Costing block saying where the hours land.

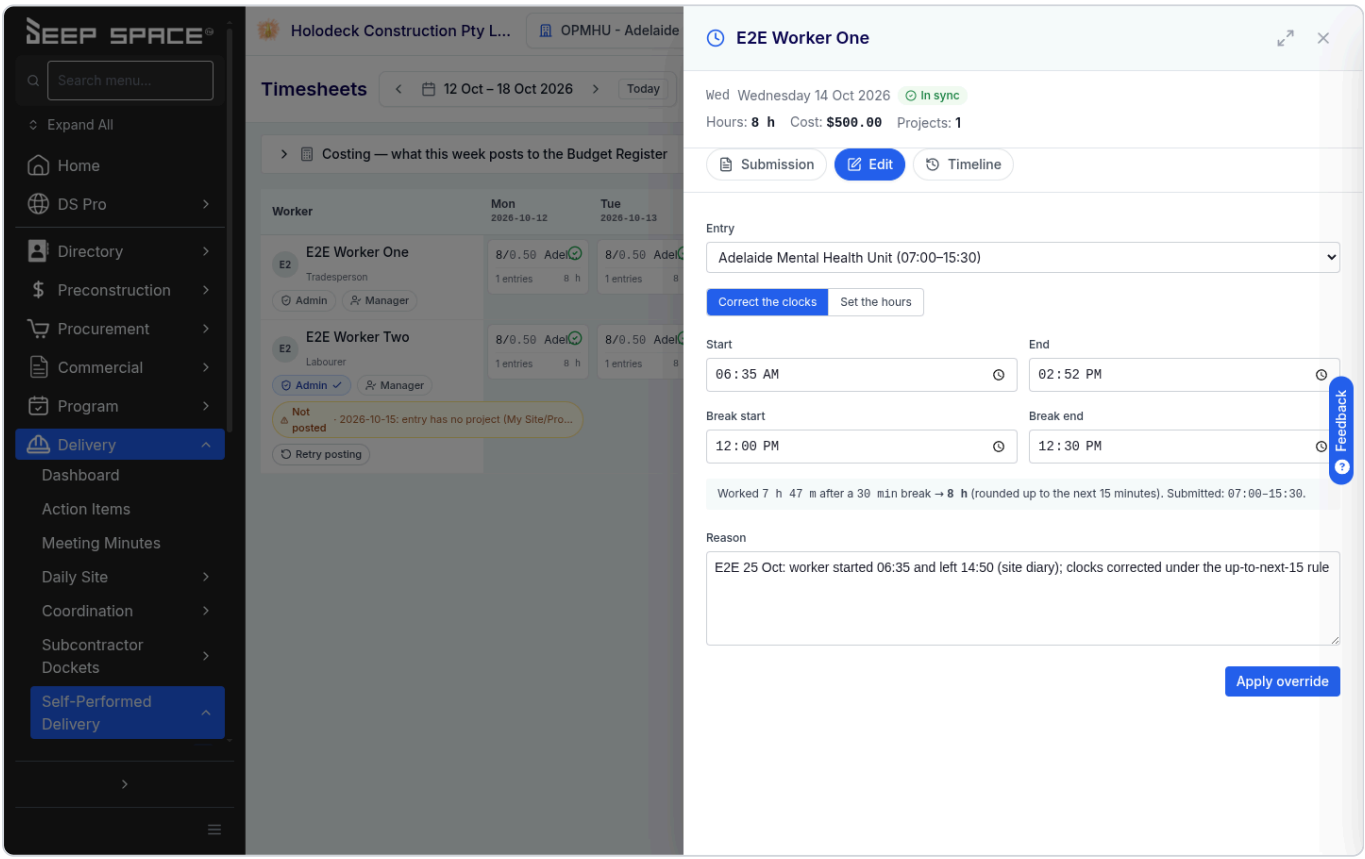


Figure 7. Edit → *Correct the clocks*: enter the start, end and break as they should have been; the panel shows the hours they give under the workspace rounding rule, and the reason travels with the entry into the audit trail and both payroll files.

5. Coding: where the hours land

Most weeks need no coding at all: the project comes from the form and the cost code from the project or workspace default. Use **Edit coding** when:

- the worker picked **My Site/Project is Not Listed** (the Costing block says *Not listed — needs a project*);
- the worker picked the **wrong project**;
- this entry should go to a **different cost code** than the default (e.g. defects labour).

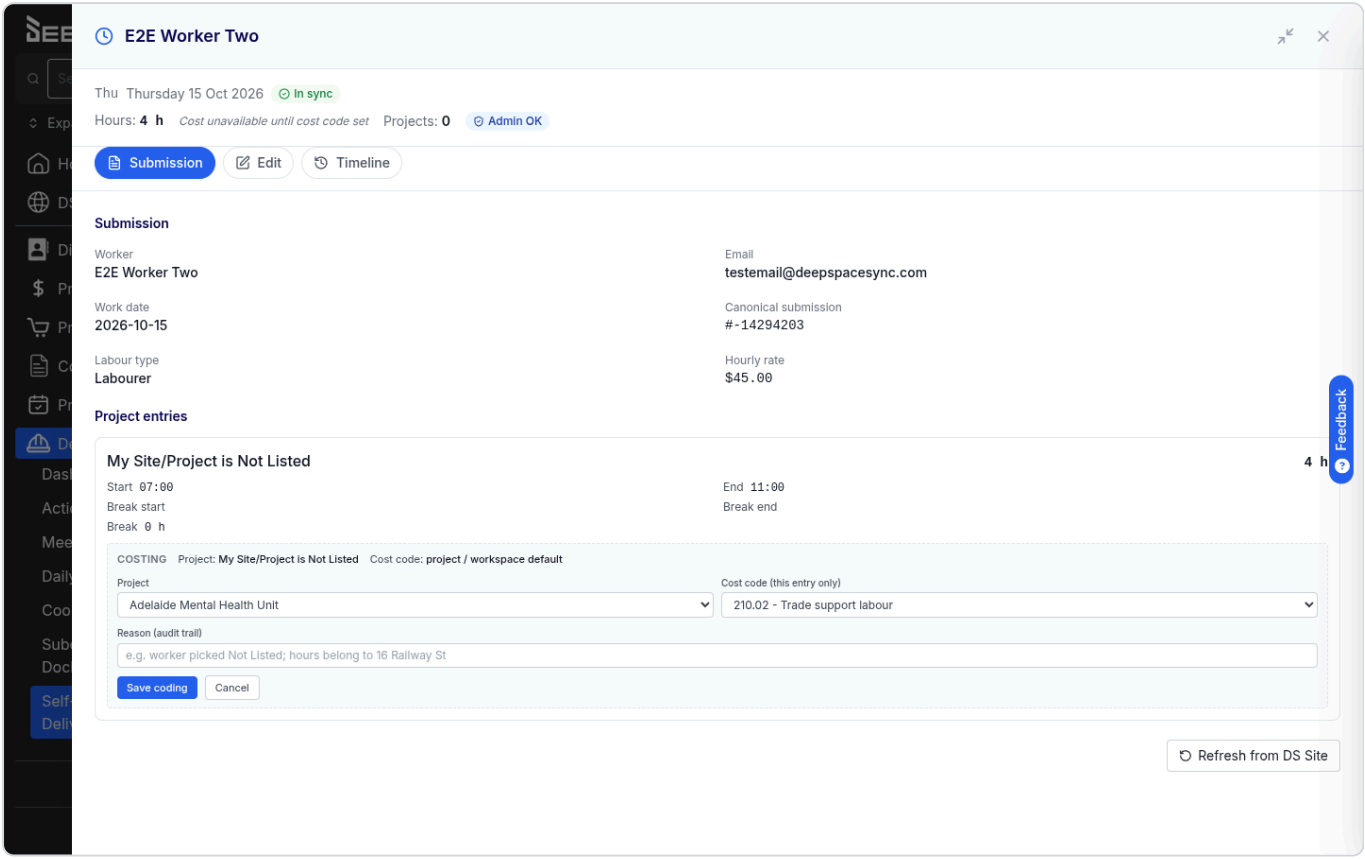


Figure 8. Edit coding: re-point the project, pin a cost code, give a reason, **Save coding**. The entry then shows *re-pointed* / *pinned* chips.

Coding is per entry, audited (who, when, why) and **survives DS Site re-syncs**: accepting a later edit from the worker keeps your project and cost code. It is read-only while the week is locked; Unlock first.

The Costing panel

Costing — what this week posts to the Budget Register opens a preview built by the same calculation the approval runs: per worker, per project, per cost code — hours, rate, amount — plus any reason a worker could not post. *approved workers* shows what has posted or will post; *everyone (preview)* prices the whole week before anyone approves.

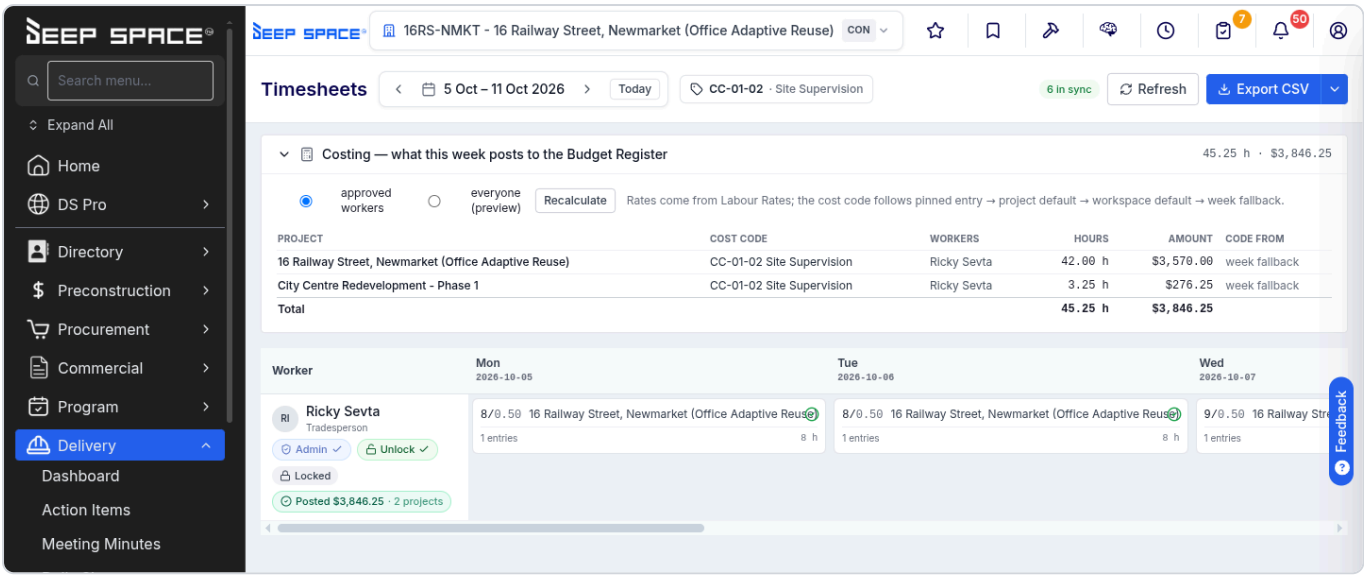


Figure 9. The Costing panel: lines per project and cost code, with the source of each cost code (pinned, project default, workspace default, week fallback).

6. Approving a week

Two stamps per worker per week, in either order:

Chip	What it does
Admin	Administrative check (hours, breaks, projects look right). Can be stamped before or after the Manager.
Manager	**Locks the week and posts it.** Cells can no longer be edited; the posting runs immediately.
Locked	Manager-approved. The Manager chip becomes **Unlock**.

The **posting chip** next to the approvals tells you what the Budget Register got:

Posting chip	Meaning / what to do
Posted $3,846.25 · 2 projects	Done. Hover for the PO numbers. The amount is the week's labour cost at the frozen rates.
Not posted · reason	The week is locked but could not post. Reasons: no labour cost rate for the worker; an entry with no project (Not Listed); no cost code could be resolved; the cost code is archived. Fix the cause, then **Post to budget**.
Posting failed · reason	A technical error. **Retry posting** re-runs it; the lock holds meanwhile.
Posting reversed	The week was unlocked and its posting voided (§8).

A banner at the top of the week counts approved weeks that have not posted, with **Show reasons** and **Retry all**.

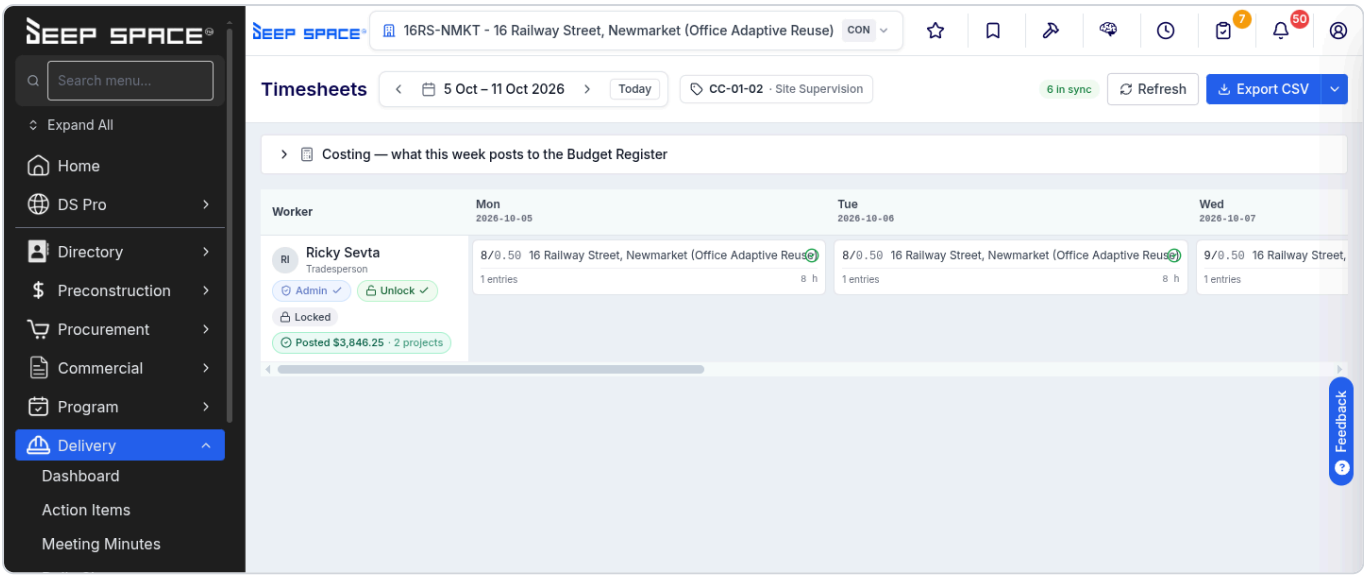


Figure 10. Admin and Manager stamped, week locked, *Posted* with the amount and the number of projects.

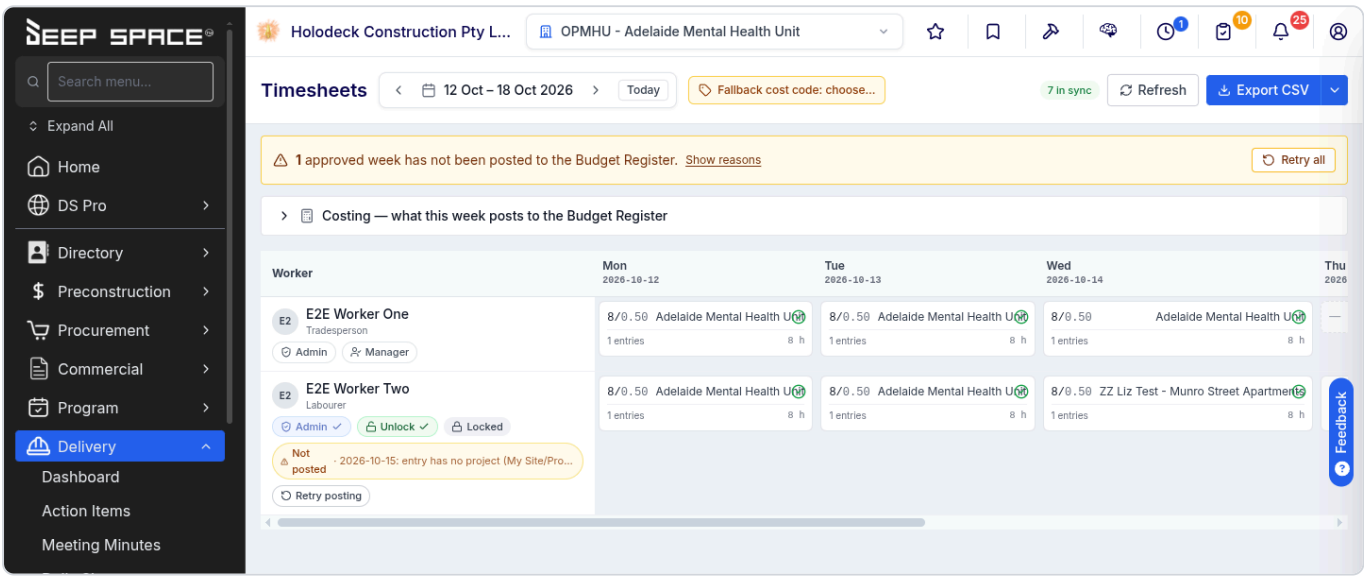


Figure 11. A locked week that could not post: the chip names the reason and the banner offers Retry all.

Recommended rhythm. Monday: Refresh the previous week, clear *changed* and *missing* cells, fix coding, read the Costing preview. Admin stamps as each worker is checked. Manager approves once; the labour cost is on the projects within a minute and the week is closed.

Approve before you export. The payroll files carry whatever the week holds when you press Export. If any worker with hours is not yet Manager-approved, Export stops to ask and names them: approve first so the file carries locked hours, or export anyway and treat the file as a draft.

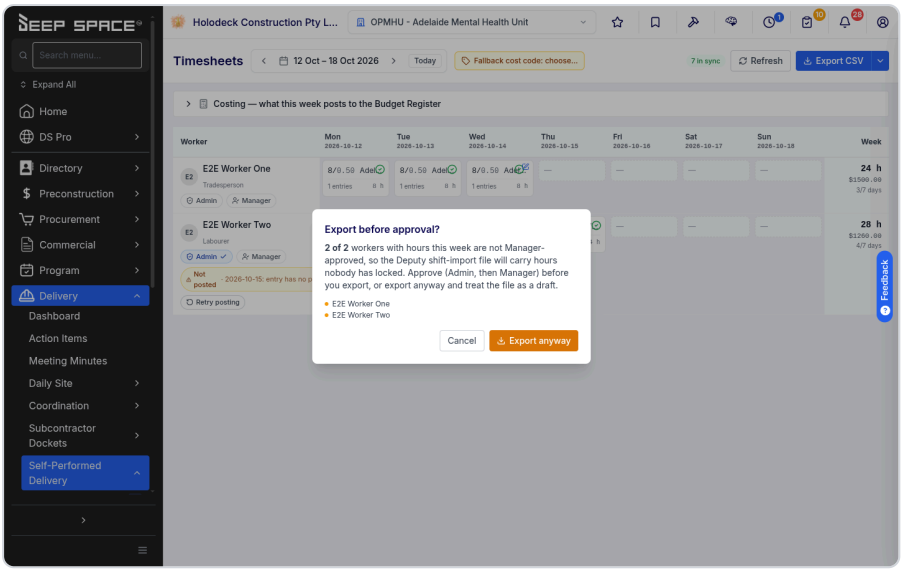


Figure 12. Export stops when a worker with hours is not yet Manager-approved: it names them, and you either approve first or export the file as a draft.

7. What lands in the money

7.1 Budget Register

On each project the worker touched, the wages cost code's **Committed** and **Actuals to Date** rise by the posted amount; **Open Commitment** stays 0 because the internal PO is invoiced in full on creation. Remaining, Forecast (FFC/EAC) and Variance move as for any other cost. The *Actuals* drill-down lists each posting as a WAGES row: *Wages W/E 11 Oct 2026 — Ricky Sevta · 42.00 h · week ending 11 Oct 2026 · DP-16RS-NMKT-0004*.

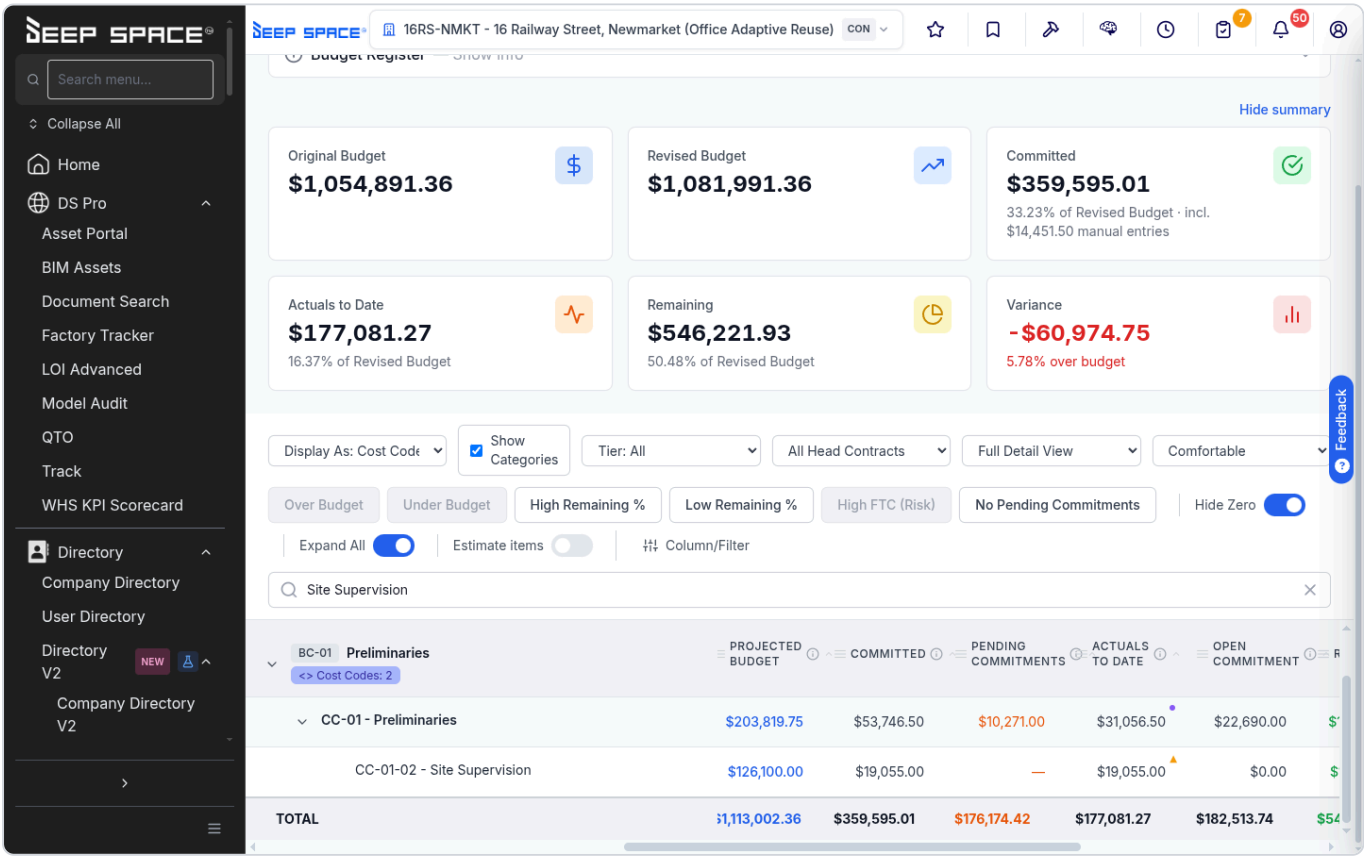


Figure 13. Budget Register: the wages cost code with Committed and Actuals after three posted weeks.

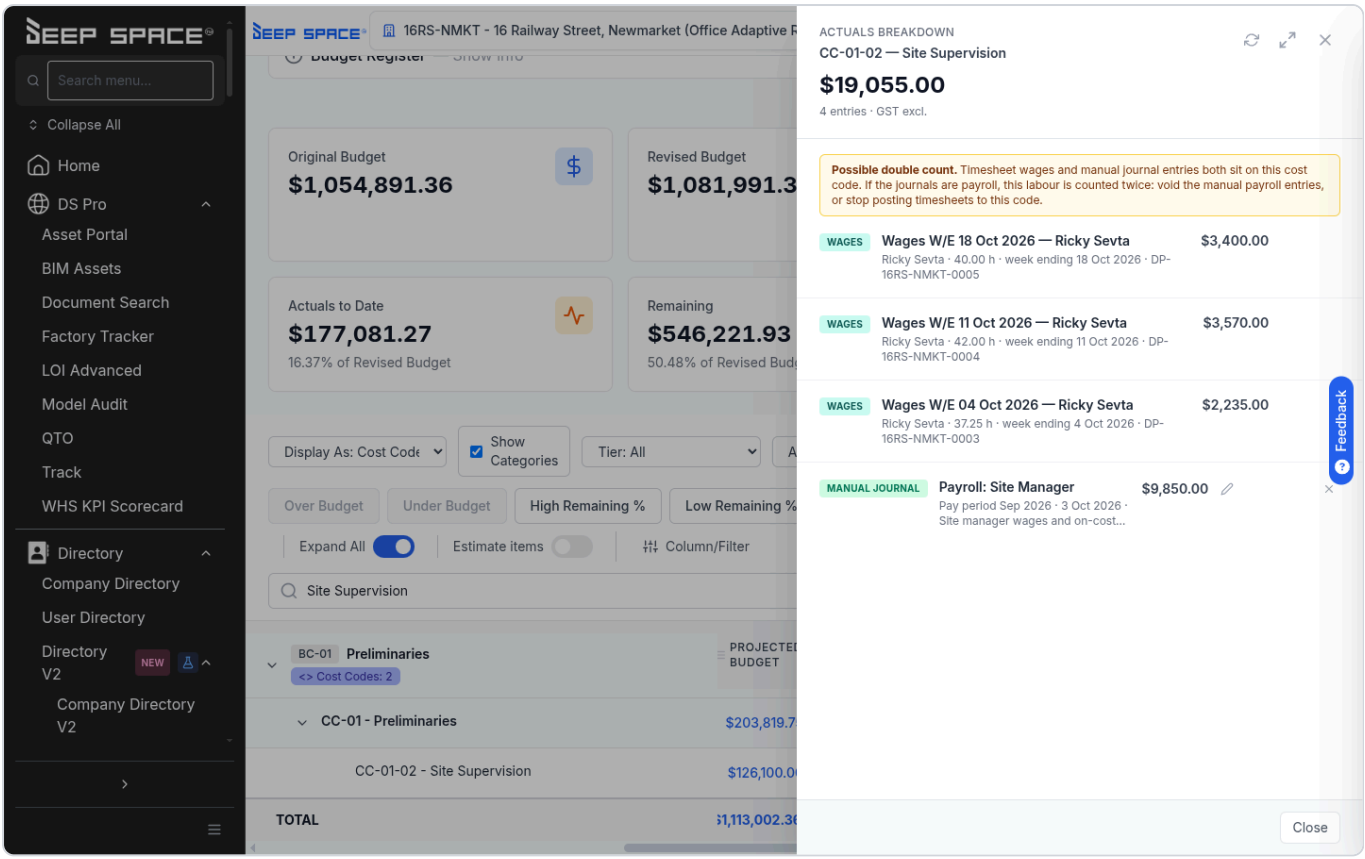


Figure 14. The Actuals drill-down: WAGES rows per worker-week, here beside a manual payroll journal (see §9).

7.2 PO Register and Invoice Register

The PO Register shows one *"Wages — week ending …"* row per project per week, supplier = your own company, status Approved, badge **WAGES**, currency per Company Settings country, balance remaining 0. Opening it lists the worker lines. The Invoice Register shows the paid wages claims (invoice number `TS-<week>-<worker>`); none of them is pushed to Xero.

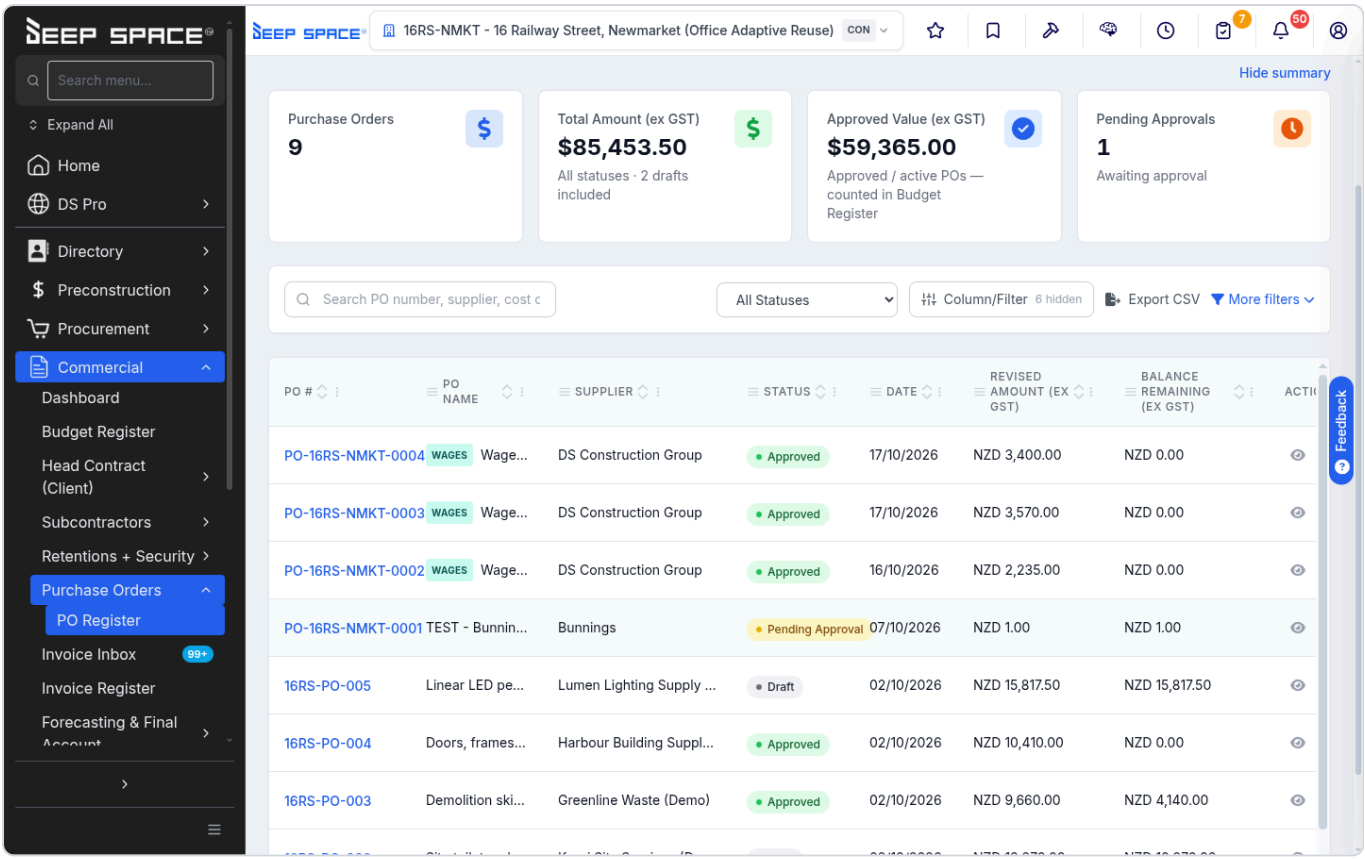


Figure 15. PO Register: wages POs with the WAGES badge; one per project per pay week.

8. Corrections: Unlock, rate changes, re-coding

Unlock

Click **Unlock** on a locked worker. The dialog states exactly what will be reversed — *"This removes $1,500.00 from the Budget Register (PO-OPMHU-1-0023), voids the wages claim and clears the manager approval. Re-approving posts it again."* — and asks for a reason, which is written to the audit trail. On **Unlock week**:

- that worker's wages claim and PO lines are voided and the PO amount reduced; if no worker is left on it, the PO itself is voided;
- the Budget Register drops back; the chip reads **Posting reversed**;
- the manager approval is cleared, so cells and coding can be edited again.

Re-approving posts a **fresh** claim (and a fresh PO if the old one was voided) at the current rate and coding. Voided records stay visible in the registers' history; nothing is deleted.

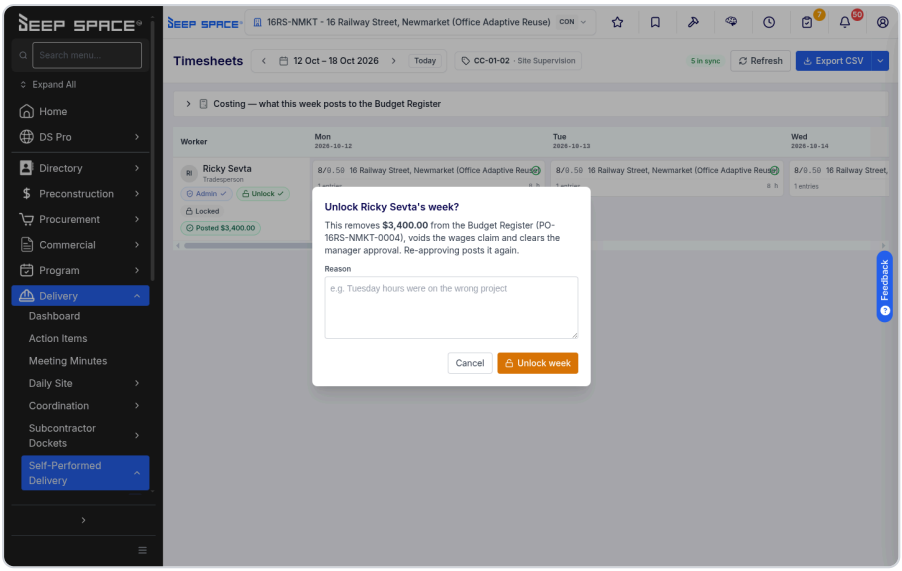


Figure 16. The Unlock dialog spells out the reversal and requires a reason.

Rate changes

Posted weeks keep the rate they were posted at. A new rate applies to weeks approved after the change. If a worker was on the wrong rate for a posted week: fix the rate, Unlock, re-approve.

Re-coding a posted week

Unlock, change the coding in the cell drawer, re-approve. The reversal and the new posting both show in the drill-down and the audit trail.

9. Controls and gotchas

Stop keying payroll as manual entries. Once timesheets post, a manual journal for the same wages on the same cost code counts the labour twice. The Budget Register flags the overlap: an amber ▲ on the Actuals cell and a *"Possible double count"* banner in the drill-down whenever a cost code carries both WAGES claims and manual journals. Void the journal, or move it to a code timesheets do not post to.

- **One PO per project per pay week.** Approving workers one at a time does not create more POs; each one extends the week's PO for that project.
- **Idempotent.** Approving, retrying or re-posting the same worker-week never double-posts; a second run answers *already posted*.
- **Not Listed hours never post silently.** They block the worker's posting until the office points them at a project.
- **Second and late submissions.** A second Daily Time Record for the same day, or one that arrives after the week is locked, is filed as an alternate and is not costed; the week still reads *in sync* and *Posted*. Check the cell drawer; for a locked week: Unlock, accept the right record, re-approve.
- **Project codes.** Give every project a project code before its first posting; the PO number is built from it.
- **Permissions.** Approving and posting need the workspace manager role, like the rest of Timesheets. Posting writes cost records as the approver.
- **Who did what.** Every approval, unlock, coding change and posting is on the cell's *Timeline* and in the audit trail with user and time.

10. Exports

Export CSV on the week gives the Deep Space native CSV, and under *More export options* the Deputy shift-import file (23 columns; First/Last/Email from the directory, Location from the company trading name, Area from the Deputy Area setting, meal break from the break clocks, project name in Comment). Both files carry the hours the grid shows. A corrected entry goes out with its corrected clocks (or, for a figure typed directly, an end time that gives those hours), and its Deputy row carries *Override Warning* = *Y* so Deputy accepts the reviewed shift even where its roster rules would warn. The Deputy end time also reflects the rounding rule, so payroll receives the paid duration rather than the raw clock. Posting does not depend on exporting, and exporting does not post; Export warns when a worker with hours is not yet Manager-approved (§6).

11. Quick reference and FAQ

I want to…	Do this
See what a week will cost before approving	Costing panel → *everyone (preview)*.
Put Not-Listed hours on a project	Cell → Costing → Edit coding → choose the project → reason → Save coding.
Cost one entry to a different code	Edit coding → pin the cost code on that entry.
Post a week that says Not posted	Fix the reason shown (rate, project, cost code) → **Post to budget**.
Undo a posting	**Unlock** with a reason; re-approve when fixed.
Stop posting for a while	Company Settings → Commercial → Timesheets → Post to the Budget Register = Off.
Find the posting in the money	Budget Register drill-down (WAGES rows), PO Register (*Wages — week ending …*), Invoice Register (*Wages W/E …*).

Why does the wages PO show my own company as the supplier?

Because nobody external is paid through it: it is the commitment your own payroll creates against the project, recorded in the same shape as any other PO so the register treats it consistently.

Why is Open Commitment 0 on wages?

The claim is written paid at the same time as the PO, so the commitment is fully actualised the moment it exists.

A worker's hours are split across two projects. What happens?

Two claims and two PO lines, one per project, each on that project's wages cost code; the chip reads *Posted $… · 2 projects*.

The approve button took a while and the page showed an error.

The posting completed in the background; reload the week. If the chip still says *Posting failed*, use **Retry posting**.

Does this touch Xero or payroll?

No. Wages POs and claims are internal records; the link to a payroll or accounting payment is deliberately out of scope.