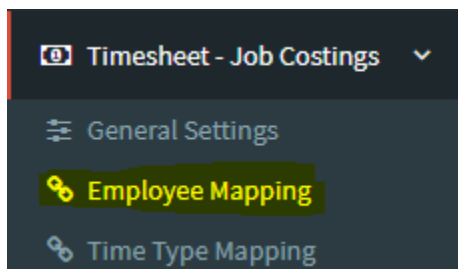


How to setup Xero Labour Costing without Procore Timesheets module

1. Request Interfy team to activate timesheeting OneCore module.
2. Once the module has been activated, “Timesheet – Job Costings” menu will appear. Select the “Employee Mapping” suboption.








3. Click on the blue pencil next to the desired employee's name.

Employee Mapping

Active - Procore & Xero Employee Mappings
All mappings in this table are currently active.

Show: 50 entries Search:

Actions	Procore Name	Xero Name	Allow Unmapped	Create Xero Timesheet	Create Direct Cost	Cost Type
	{Crew1Surname, Crew1		No	No	No	
 	Donovan, Mary	Donovan, Mary	No	Yes	Yes	
 	Smith, John	Smith, John	No	Yes	Yes	Labor

4. Select “Allow unmapped” and click “Save Changes”.

Procore Employee Mapping ✕

Employee Number

Employee Name

Allow Unmapped

Xero Employee

5. An orange box should now appear next to that employee’s name. Click this.

6. Tick “Create Direct Cost” option

7. select “Labour” Cost Type from dropdown.

Employee Settings ✕

General

Employee No.

Employee Name

Create Xero Timesheet - A Xero timesheet will be created to match times entered in Procore for this employee. Salaried employees will not have a timesheet created against ordinary hours.

Create Direct Cost - A direct cost will be created for the hours worked multiplied by the earnings rate.

Cost Type - The cost type used when creating a direct cost for this employee. The default cost type will be used if empty.

Rate

Rate - The unit price when creating a direct cost for the earnings rate.
A Xero timesheet entry can only be created if a Procore Time Type is mapped to an Earnings Rate.

Show 30 entries Search:

Actions	Procore Time Type	UOM	Cost Type	Rate	Xero Earnings Rate
<input checked="" type="checkbox"/>	KMs Travelled				
<input checked="" type="checkbox"/>	Overtime			90.00000	Overtime Hours (exempt from super)
<input checked="" type="checkbox"/>	Regular Time			65.70000	Ordinary Hours
<input checked="" type="checkbox"/>	Travel Time				

Showing 1 to 4 of 4 entries

8. Set various rates for employee from "Rate" section.

NOTE: this is only used when creating the 'Payroll' direct cost and has no bearing on the actual \$\$ rate an employee is being paid.









Rate

Rate - The unit price when creating a direct cost for the earnings rate.

A Xero timesheet entry can only be created if a Procore Time Type is mapped to an Earnings Rate

Show entries

Search:

Actions	Procore Time Type	UOM	Cost Type	Rate	Xero Earnings Rate
 	KMs Travelled				
 	Overtime				
 	Regular Time			30.00000	
 	Travel Time				

Showing 1 to 4 of 4 entries

Previous **1** Next

Crew1Surname, Crew1



Regular Time

Rate Per Unit of Measure - The unit price when creating a direct cost for this employee.

Unit of Measure

Rate

30.00

Cancel

Save Changes

9. Existing projects in OneCore need to be 'Payroll activated'. To activate, navigate to the Project Mapping menu in OneCore and hit the 'edit' button. The button 'Activate Payroll' should be visible.

NOTE: When new projects are created in Procore, OneCore will automatically enable this module for the new project.