

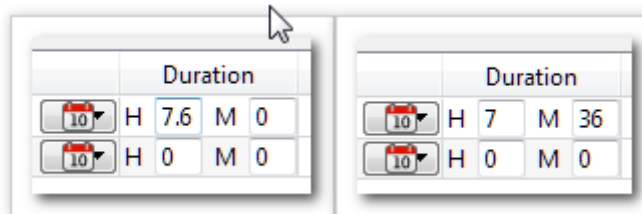
Lightning Payroll Time Box – How To

As a result of customer feedback we've made some changes to the way Lightning Payroll displays and accepts time and duration amounts. This was mainly to improve accuracy in leave accrual, but also helps speed up data entry in the **Edit Pay** screen. Lightning can now display accrual amounts to the thousandth of a second!

This cheat sheet describes different ways to enter duration amounts into Lightning Payroll's time boxes.

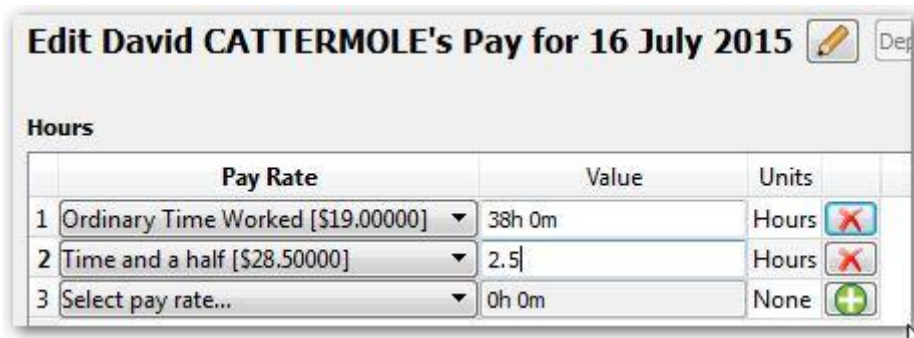
The Old Way

Lightning Payroll's old time boxes displayed hours and minutes in separate fields (shown below). This example comes from **Pays >> Edit Pay** and demonstrates how the program used to convert **7.6 hours to 7hr 36m**.

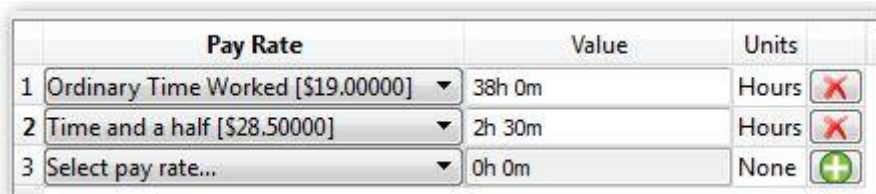


The New Way

Here is a similar example from the new **Edit Pay** window demonstrating how **2.5 overtime hours** can be converted to **2hr 30m**.



Simply enter **2.5** and press the **Tab** key on your keyboard and Lightning converts the **.5 hours to 30 minutes**. You can also just type **'2 30'** or **'2:30'** or **'2h 30m'** to achieve the same result.



You can even add seconds if you ever need further pay accuracy. Seconds are entered in the same way. For example **7h 35m 30s** can also be entered as **'7 35 30'**, **'7:35:30'** or **'7.59166'**. As soon as you hit the **Tab** key on your keyboard, Lightning Payroll converts the amount to a neat **7h 35m 30s**.

Hours			
	Pay Rate	Value	Units
1	Ordinary Time Worked [\$20.50263]	38h 0m	Hours
2	Time and a half [\$30.75394]	7 35 30	Hours
3	Select pay rate...	0h 0m	None

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3	Select pay rate...	0h 0m	None

Leave Balances

Leave balances are also displayed with newly increased accuracy, down to the millisecond.

Leave Balances		Edit
Name	Amount	
1 Holiday	Hours 116 Minutes 5	
2 Long Service	Hours 431 Minutes 8	
3 Sick	Hours 1957 Minutes 31	

Leave Balances		Edit
Name	Amount	
1 Holiday	116h 5m 52.539s	
2 Long Service	431h 8m 10.254s	
3 Sick	1957h 31m 41.766s	