Setting up overhead groups

**Goal:** Set up overhead groups to simplify time entry and to track indirect time.

You set up overhead groups before employees start entering time. When you set up an employee, you assign that employee to an overhead group. The items in an overhead group appear in the Overhead area of an employee's timesheet. Examples of overhead group items are vacation, holiday, and administration.

1. Click **Setup** > **Overhead Groups**.

   Ajera automatically sets up several overhead groups. You can use them as is, change them to work for your firm, or create new overhead groups from scratch.

   This lesson will show how to change one of Ajera's predefined overhead groups.

2. Click the **Edit** button.

3. Change the overhead group and its items, as needed.
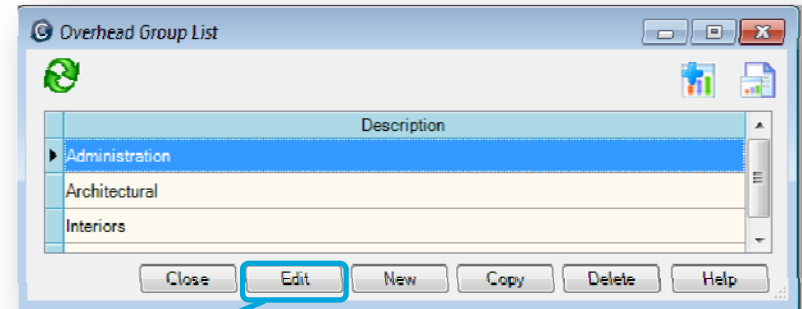
Change the name of the overhead group, as needed.

Each overhead group item is linked to an overhead project, phase, and activity. You can change them, as needed.

Ajera automatically sets the status of an overhead group item to Active. If you no longer wanted an item to appear on timesheets, you would change the status to Inactive.

In the Description field, change the name of the overhead group item, as needed. It appears on timesheets.
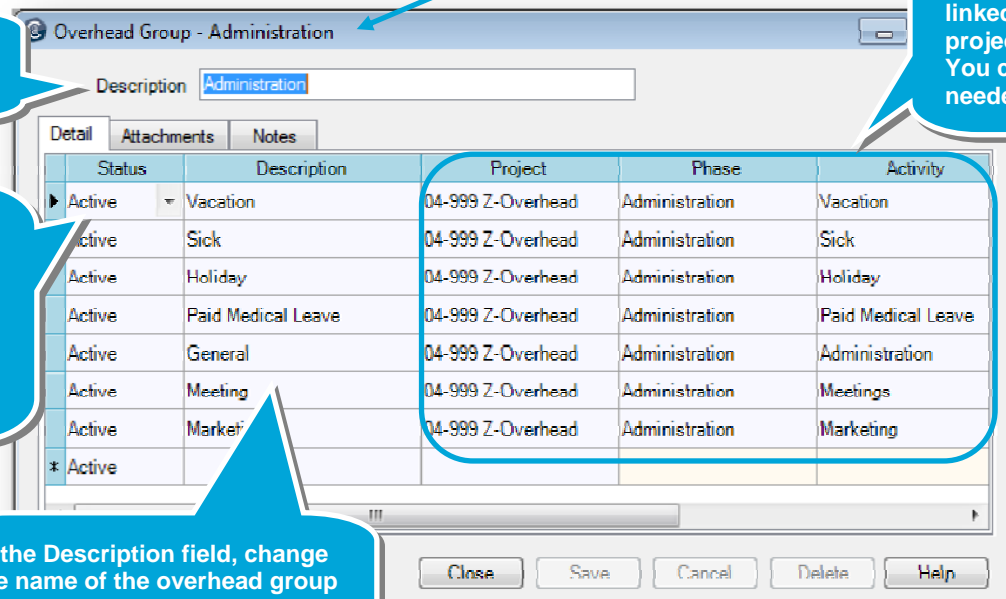
4. Continue changing, adding, and deleting overhead group items, as needed.

5. Remember to save your changes, when finished.

Scroll to see the remaining columns.

Add an additional overhead group item by entering it on the next available row.

To delete an item, click the row in the table, and click the Delete button.

The pay indicates the way you want to report time on the paycheck stub (or if using a payroll service, in the payroll file).

For example, if you were to select the Vacation pay, Ajera would report all time entered to this overhead group item as Vacation on the paycheck stub.

Summary
In this lesson, you learned how to set up overhead groups.

Overhead groups provide you with a breakdown of how nonbillable time is spent by employee, department, and the firm. You can review how employees spend their time on the Employee Utilization report.

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