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**PROGRESS USER  
GUIDE**

*Advanced*

**FIELD EXECUTION MANAGEMENT**

**INEIGHT** 

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# LESSON 1 – ADVANCED OPTIONS

**Lesson Duration:** 90 minutes

## Lesson Objectives

After completing this lesson, you will be able to:

- Adjust daily plan settings for advanced options
- Input daily plan hours using reason codes
- Assign a premium to employee hours
- Link an employee's hours to equipment hours

## Lesson Topics

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## 1.1 ADVANCED OPTION OVERVIEW

### 1.1.1 Organization Settings

**NOTE**

The configuring of the project-wide settings for Progress as described below, are set up by your company's administrative user(s).

The organization settings for the additional daily planning codes available to be used should already be established for the company. In the project settings section below, you will be able to identify which of these settings you wish to activate and use on the project. If there is a needed code outside of what is already available, you will need to submit this request to the appropriate administrator within your company to have it added at the organizational level.

### 1.1.2 Overview

The advanced settings covered in this section can be used for both the Progress web and mobile applications.

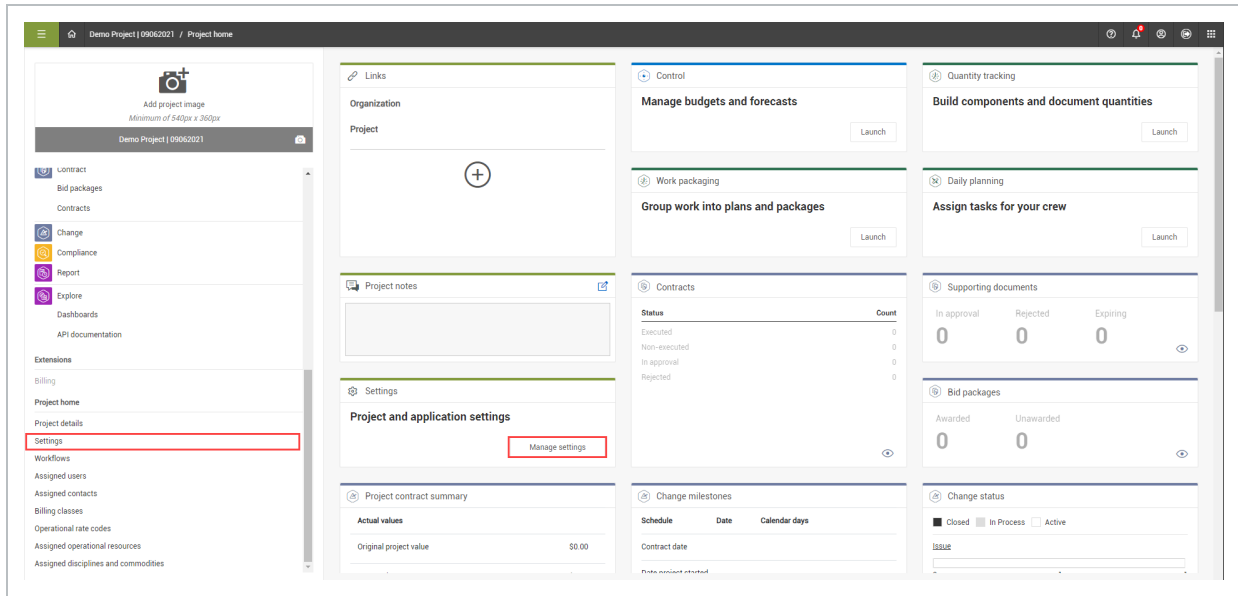
- Reason codes are categories set up in your Organization and Project settings to provide options to assign hours. These categories can be set up as anything that would be helpful for payroll, such as Work, Bank time off, Vacation, PTO, etc.
- Premiums are assigned on an hourly basis and are used to ensure employees receive the correct pay for the work that is done. For example, if someone works on something outside their normal job duties and is awarded more money for those specific hours, a premium would be used
- The employee and equipment linking option allows an employee to be assigned to operate a piece of equipment

The Step by Step below walks you through how to turn on these advanced options for your daily plans.

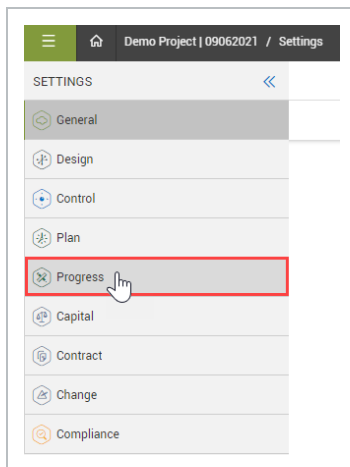
#### Project Settings in InEight Progress

1. From your project homepage, select the **Settings** tile at the bottom right (you may have to scroll) or select **Settings** from the menu on the left.





2. Under project settings, click the **Progress** icon on the left.



3. Navigate to the **General** tab.

4. Change the toggle buttons to **On** to allow employee and equipment linking on the project and to allow premiums on the project.

The screenshot shows the 'General' settings tab. At the top, there are tabs for 'General', 'Time configuration', 'Roles', 'Sign-out', 'Notes', and 'Reporting'. The 'General' tab is selected. Below the tabs, the title 'General' is displayed. There are two main sections: 'Week start day' with a dropdown menu set to 'Tuesday', and 'Show existing plans for up to how many days in the past in Progress' with a dropdown menu set to '10'. At the bottom, there are two toggle switches: 'Employee and equipment linking' and 'Premiums', both of which are currently set to 'On'.

**NOTE**

Employee and equipment linking settings cannot be disabled once plans exist. Premium settings can only be modified when no plans exist.

5. Navigate to the **Time Configuration** tab and jump down to the settings for the employee reason codes and premiums.
6. To use the employee reason codes in Progress, toggle the button to **On**.

The screenshot shows the 'Time configuration' settings tab. At the top, there are tabs for 'General', 'Time configuration', 'Roles', 'Sign-out', 'Notes', and 'Reporting'. The 'Time configuration' tab is selected. Below the tabs, the title 'Time configuration' is displayed. There are two main sections: 'Select the time calculations that may be used to record daily time' with three buttons: 'Standard time', 'Overtime' (with an 'X' icon), and 'Double time' (with an 'X' icon); and 'Use employee reason codes' with a toggle switch set to 'On'.

7. The **Employee reason codes** and **Employee premiums** you see available are the ones set up in the organization settings.

Employee reason codes

| English  |                |                |                 |               |                                     | Español (América Latina) |                | ES | FR-CA |
|----------|----------------|----------------|-----------------|---------------|-------------------------------------|--------------------------|----------------|----|-------|
| Position | ID             | * Description  | * Activity type | * Hour Type   | Allow premiums                      | Display in W...          | * Description  |    |       |
| 36       | Double time    | Double time    | Labor           | Double time   | <input checked="" type="checkbox"/> | Yes                      | Double time    |    | ⊖     |
| 37       | OT-maintenance | OT-maintenance | Maintenance     | Overtime      | <input checked="" type="checkbox"/> | Yes                      | OT-maintenance |    | ⊖     |
| 38       | DT-Maintenance | DT-Maintenance | Maintenance     | Double time   | <input checked="" type="checkbox"/> | Yes                      | DT-Maintenance |    | ⊖     |
| 39       | ST-Maintenance | ST-Maintenance | Maintenance     | Standard time | <input checked="" type="checkbox"/> | Yes                      | ST-Maintenance |    | ⊖     |
| 40       | Standard time  | Standard time  | Labor           | Standard time | <input checked="" type="checkbox"/> | Yes                      | Standard time  |    | ⊖     |

Employee premiums

| English  |    |               |                 |          | Français       |  | ES | FR-CA |
|----------|----|---------------|-----------------|----------|----------------|--|----|-------|
| Position | ID | * Description | * Activity type | Required | * Description  |  |    |       |
| 01       |    | Foreman       | Labor           | Yes      | Contremaître   |  |    | ⊖     |
| 02       |    | Lead hand     | Labor           | Yes      | Chef d'équipe  |  |    | ⊖     |
| 03       |    | Night         | Labor           | Yes      | Nuit           |  |    | ⊖     |
| 04       |    | First Aid     | Labor           | Yes      | Premiers soins |  |    | ⊖     |

- Each code listed is available to be listed in English, Spanish, French, Portuguese, and Dutch. Use the toggle in the upper-right of the table to change your display language in addition to English
8. Use the **Add** and **Remove** icons on the right to add or remove the code for your project to use.
  9. Use the on/off toggle under **Allow Premiums** to identify which codes would allow a premium as set up in your ERP system.

## 1.2 REASON CODES

### 1.2.1 Reason Codes

Reason codes are categories set up in your Organizational and Project settings to provide more options that are useful to assign hours to. These categories can be set up as anything that would be helpful for payroll tracking, such Work, Approved Time Off, Vacation, or PTO, which can be associated with standard time, overtime, and double time.

### 1.2.2 Premiums

When assigning hours to your reason codes, you can also indicate a premium rate. Premiums are assigned on an hourly basis and are used to ensure employees receive the correct pay for the work

that is done. If someone works something outside their normal job duties and are awarded more money for those specific hours, a premium would be used. For example, one of your employees may work at a regular labor rate for 6 hours and as a welder for 2 hours. You can have two reason codes for that employee, one for 6 hours and one for 2, and you can assign a premium code, such as “HSS Welder” to the 2 hours. This will ensure the correct rate gets accounted for when the information goes to payroll.

The following steps assume that Reason codes were already set up by an administrator in your Organization settings and enabled in your Project settings (see section 10.1) and walk you through how to assign hours to reason codes on your daily plans.

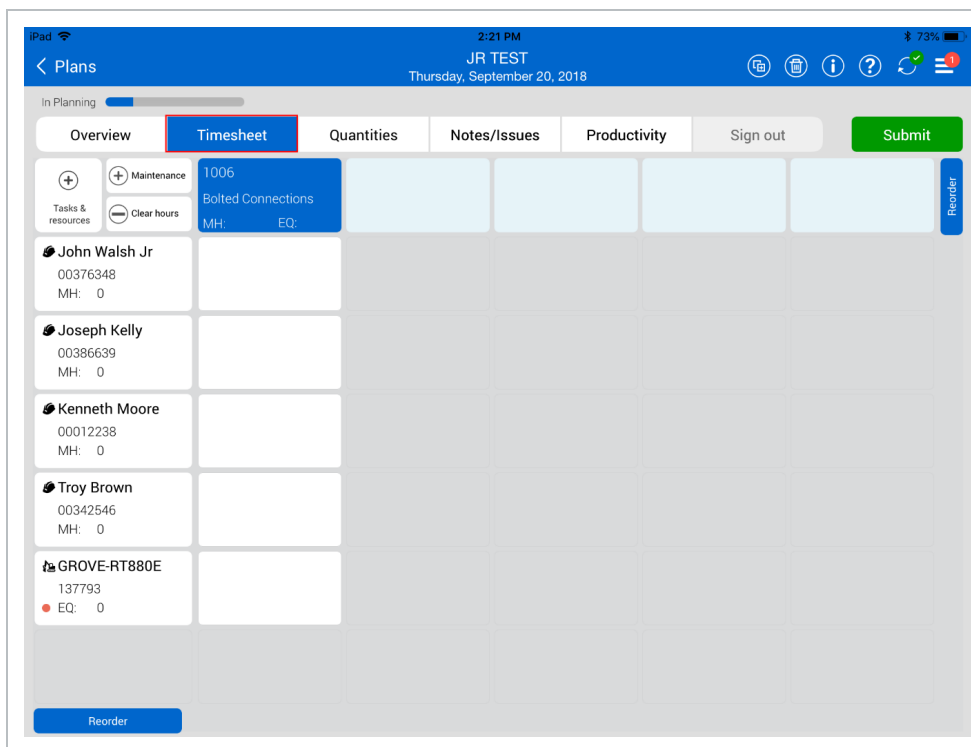
**TIP**

The Step by Step examples in this lesson use the Progress mobile application. You would use the same functionality for the Progress web application.

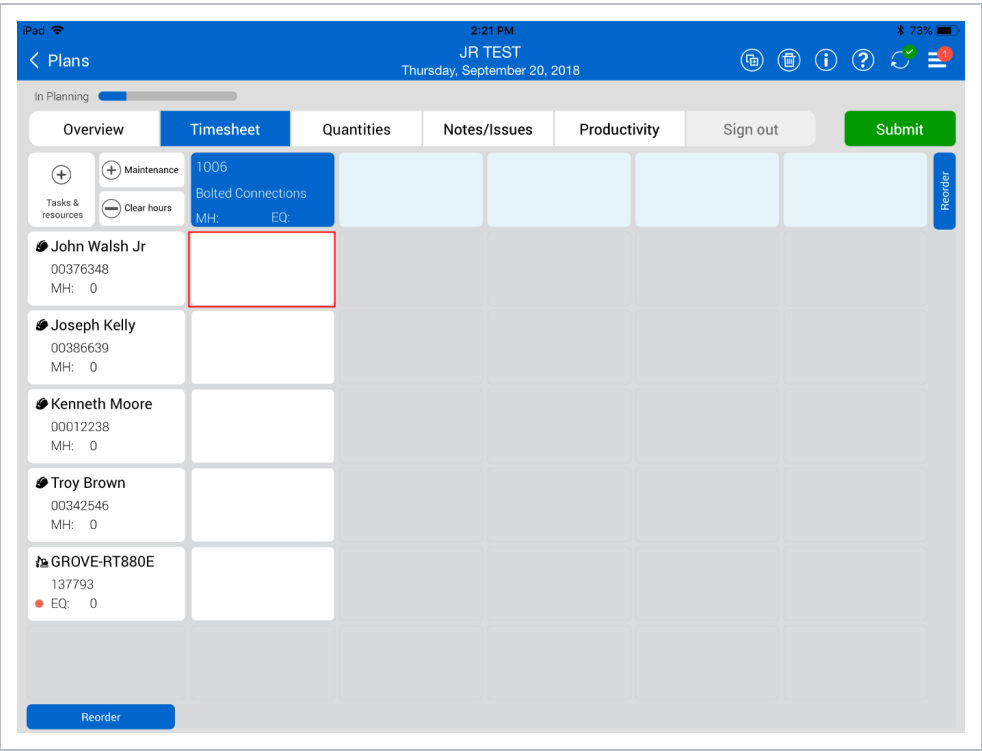
## Assign Hours Using Reason Codes

This practice can be used for both the web and mobile versions of **Daily Planning**.

1. Open the daily plan you are working in and navigate to the **Timesheet** tab.



2. Select the tile next to an employee.



- Notice that instead of Standard time, Overtime, and Double time, you now have reason codes

10:05 AM Wed Dec 2

Install beams  
Wednesday, December 02, 2020

< Plans

In Planning

Overview Timesheet Notes/Issues Sign in/Sign out Submit

Tasks & resources

Maintenance 0018200.10293000 0018200 JB LABOR AND EQUIPMENT C...

A Josh Description 111580 MH: 0

17 Ford

R45372 EQ: 0

Cancel Labor hours Done

Task: 0018200.10293000 - 0018200 JB LABOR AND EQUIPMENT C...  
Employee: 1115801 - A Josh - T/C Description

| Category          | No premiums assigned | Camera Icon | Red X Icon |
|-------------------|----------------------|-------------|------------|
| Work              | No premiums assigned |             |            |
| Operate Equipment | No premiums assigned |             |            |
| Vacation          | No premiums assigned |             |            |

Clear all hours

☐ Apply hours to selected employees ☐ Apply hours to all employees for the task

Total labor hours 0

Reorder

3. Select the **Add** icon to see more examples of reason codes.

- These categories can be set up in the Organization settings as anything that would be helpful for payroll, such as, Work, time off, Vacation, PTO, etc

Cancel Reason codes Done

Search

☐ Work

☐ Operate Equipment

☐ Vacation

4. In the blank field, enter your employee's hours.

5. Select the **Premium** icon to the right of the hours..

The screenshot shows a 'Labor hours' dialog box. At the top, there are 'Cancel' and 'Done' buttons. Below them, the task and employee information are displayed: 'Task: 0018200.10293000 - 0018200 JB LABOR AND EQUIPMENT C...' and 'Employee: 1115801 - A Josh - T/C Description'. A table lists activities: 'Work' (8 hours, premium icon), 'Operate Equipment' (empty, premium icon), and 'Vacation' (empty, premium icon). To the right of the table is a numeric keypad with buttons for digits 0-9, a decimal point, and fraction buttons (.25, .50, .75). Below the table is a 'Clear all hours' button. At the bottom, there are two radio buttons: 'Apply hours to selected employees' (selected) and 'Apply hours to all employees for the task'. The 'Total labor hours' is shown as 8.

6. Select a premium from the list, and then select **Done**.

7. Select **Done** in the Labor Hours dialog box.

8. Select the white box next to another employee.

9. Select the **Add** icon.

10. Select a reason code.

- Now the reason code appears as a field to enter hours

11. Enter your employee's time under the reason code for the employee.

12. Select **Done**.

#### NOTE

If you change the reason code on an employee that has a premium assigned to it, the premium will be removed, unless the previously assigned premium is valid for the new reason code as well.

## 1.3 EMPLOYEE EQUIPMENT LINKING

### Scenario

You are the field engineer responsible for tracking what employee has been operating specific equipment and for how long. You can link the employee to equipment in the daily plan and input the hours they were operating vs labor.

With the employee and equipment linking option turned on in project settings, you can link employees and equipment on the time sheet, so you can see which employee is assigned to operate each piece of equipment.

With employee equipment linking enabled, when you enter hours for an employee, you can also specify the equipment they operate and their hours.

Equipment hours

Task: 019200.10293333 - 019200 JB LABOR COST TYPE INVALID AND EQUIPMENT COST TYPE VALID

Equipment: R45372 17 Ford F550

| Operate    | Hours | Icons |
|------------|-------|-------|
| Nichols, E | 4     |       |

[Clear all hours](#)

|                       |   |
|-----------------------|---|
| Planned hours:        | 0 |
| Total equipment hours | 4 |

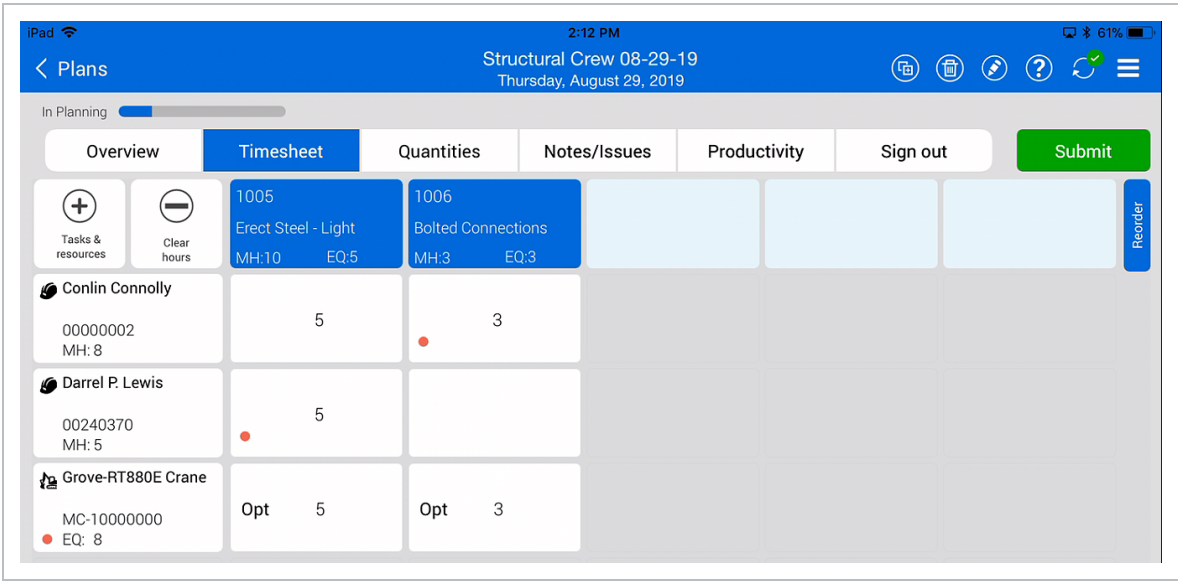
[Cancel](#) [Done](#)

With employees and equipment linked, you then see a color-coded bar on the tile of the crew member and its associated equipment.

|                                                |                     |
|------------------------------------------------|---------------------|
| <b>Troy Brown</b><br>00342546<br>MH: 18        | 8                   |
| <b>131113 - Pickup - 1</b><br>150693<br>EQ: 13 | Operated 8<br>Other |

In the Progress mobile application, employee and equipment links are indicated by dots.

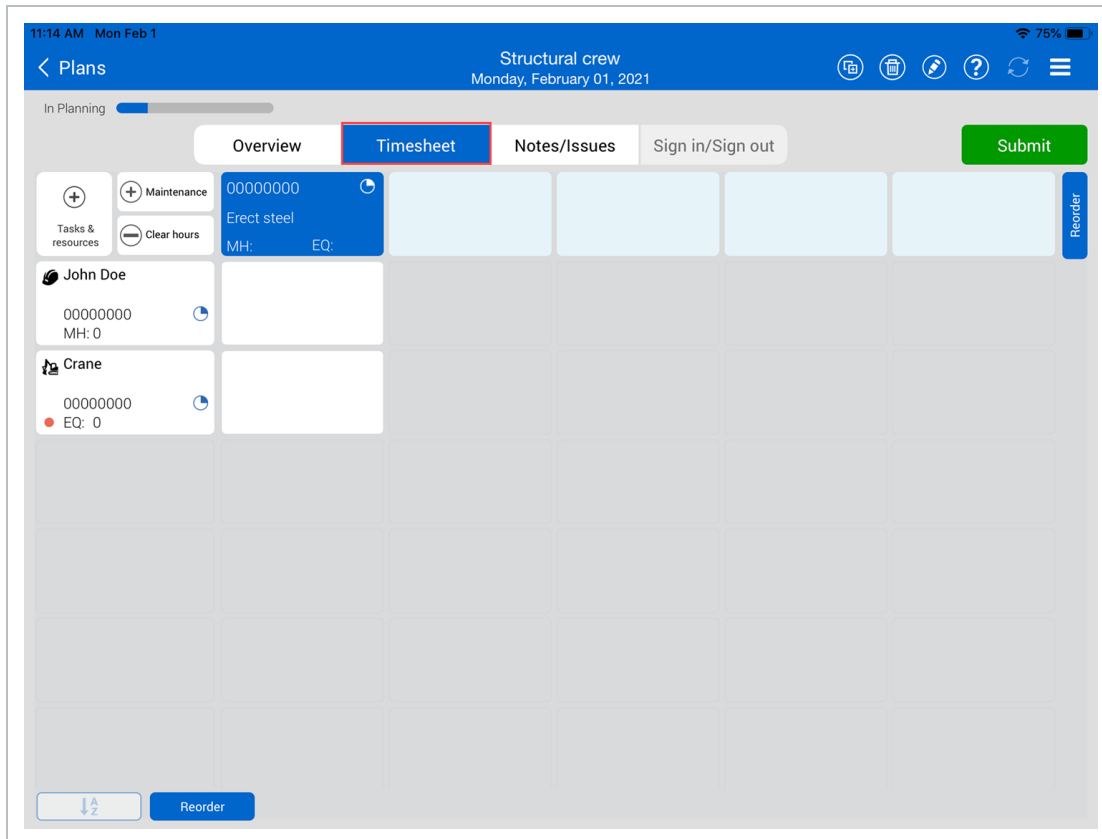




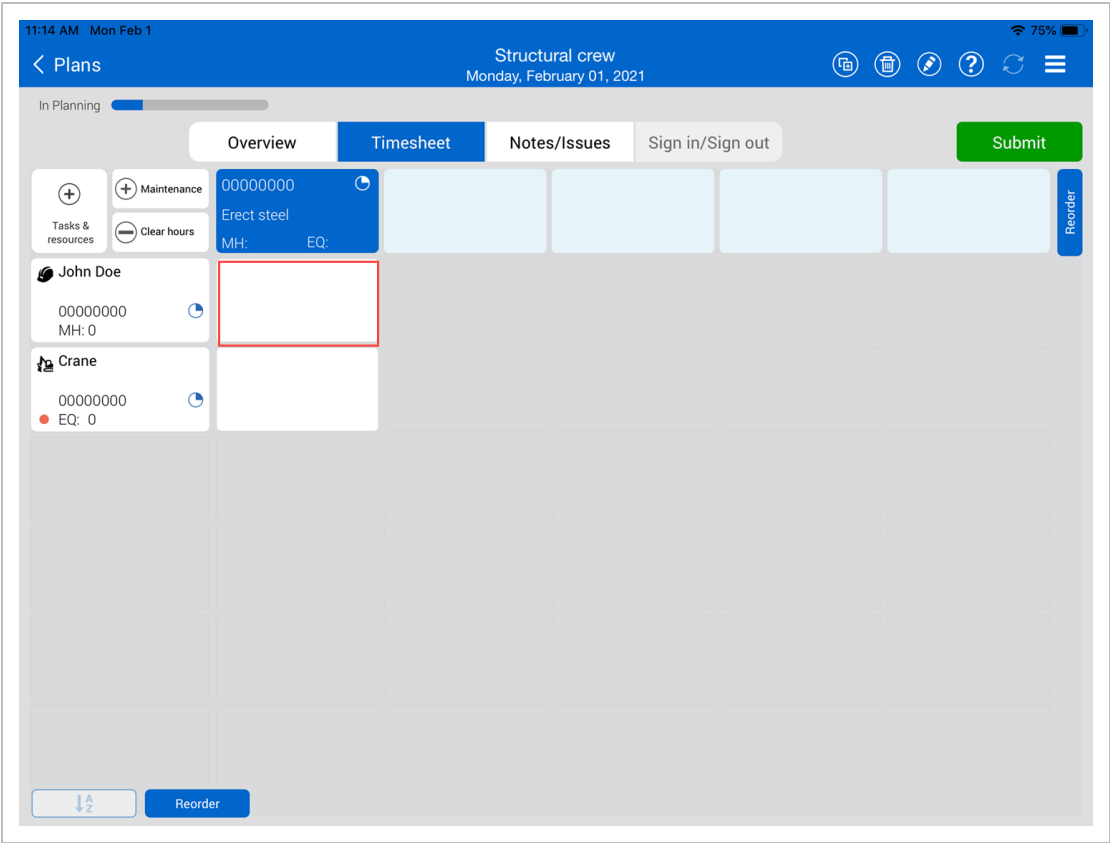
The following steps walk you through linking an employee to equipment on the Timesheet tab of a daily plan. The images in this Step by Step are from the Progress mobile application.

## Linking Employees and Equipment

1. Open the daily plan you are working in, and then go to the **Timesheet** tab.



2. Select the **white tile** next to an employee tile.



3. Enter the labor hours of the employee into the blank field.
4. Click the **Equipment** icon, and then select a piece of equipment.

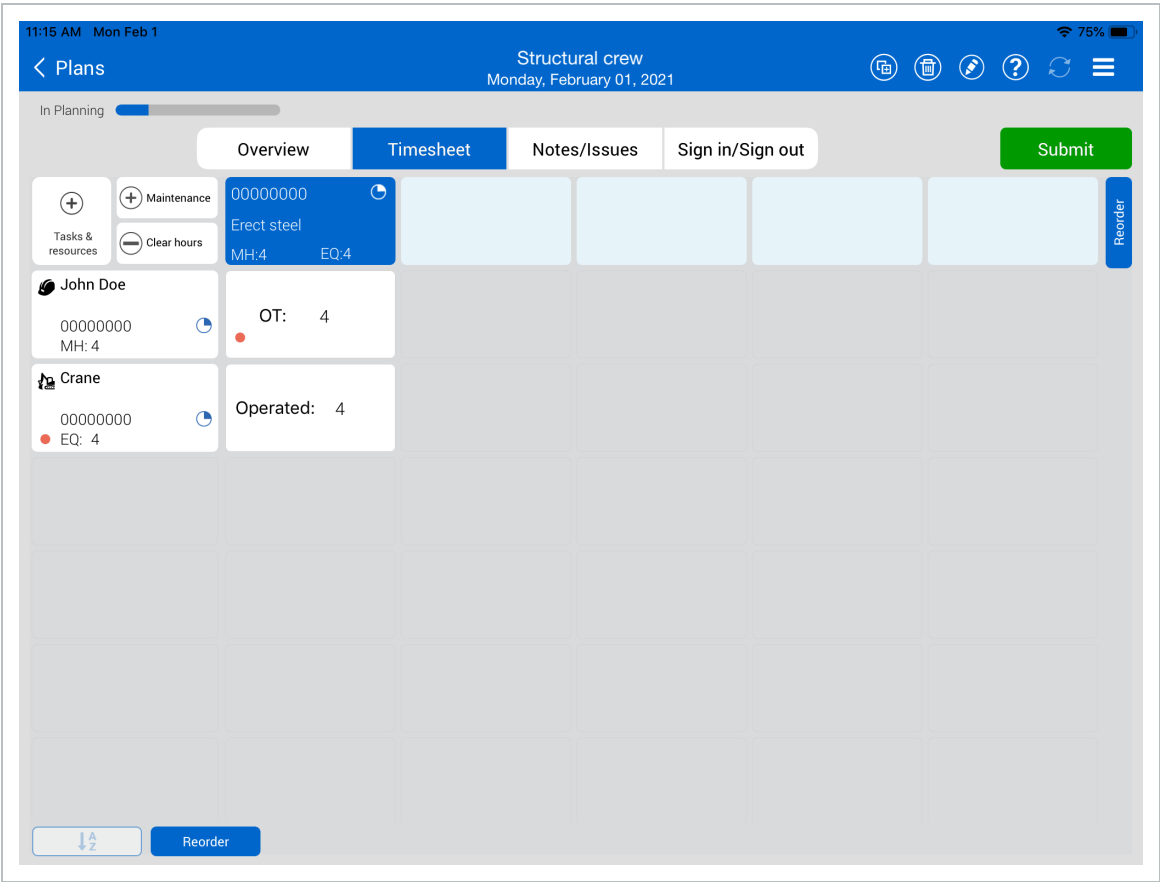
The screenshot displays the 'Labor hours' entry interface. At the top, there are 'Cancel' and 'Done' buttons. Below them, the task and employee information is shown: 'Task: 00000000 - Erect steel' and 'Employee: 00000000 - John Doe'. The 'Labor' section indicates 'No premiums assigned' and lists '00000000 - Crane' with a red dot. A numeric keypad is positioned on the right side of the screen. The 'Total labor hours' field at the bottom shows the value '4'.

| Task                   | Employee            | Labor                                    | Hours |
|------------------------|---------------------|------------------------------------------|-------|
| 00000000 - Erect steel | 00000000 - John Doe | No premiums assigned<br>00000000 - Crane | 4     |

5. Click **Done**.

- Note how the hours auto-populated for the equipment you specified and the colored dot next to the equipment and employee are the same color. This is showing them linked

together



## Lesson 1 Review

1. The employee reason codes can be used to assist payroll to define what types of categories?
  - a. Staff Employees
  - b. Vacation
  - c. Both b and d
  - d. Sick

---
2. Premiums are assigned on what time basis?
  - a. Weekly
  - b. Daily
  - c. Monthly
  - d. Hourly

---
3. What would you select to add equipment to the Time Sheet?
  - a. Crew member's name
  - b. Add tasks and resources
  - c. Add maintenance

---

## Lesson 1 Summary

As a result of this lesson, you can:

- Adjust daily plan settings for advanced options
- Input daily plan hours using reason codes
- Assign a premium to employee hours
- Link an employee's hours to equipment hours



# LESSON 2 – MAINTENANCE WORK ORDERS

Lesson Duration: 15 minutes

## Lesson Objectives

After completing this lesson, you will be able to:

- Add maintenance work orders to a time sheet
- Assign employee work hours to a maintenance work order

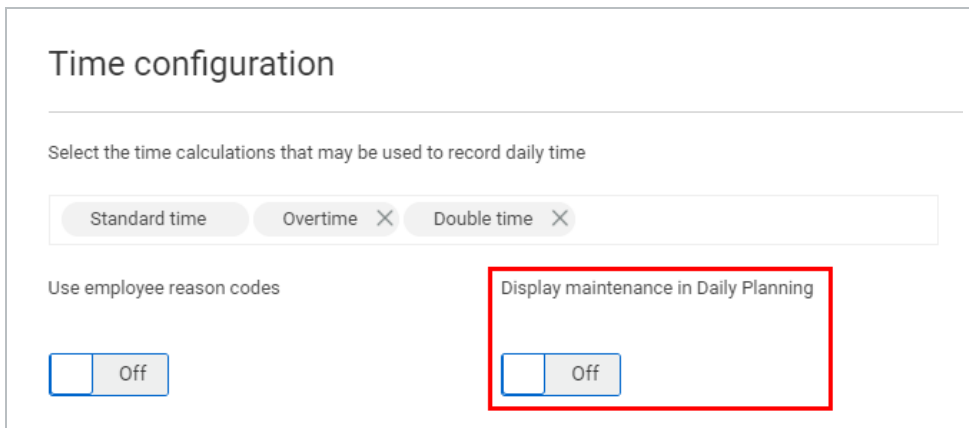
## Lesson Topics

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## 2.1 MAINTENANCE WORK ORDER OVERVIEW

### 2.1.1 Organization Settings

There is an optional setting in the **Progress** tab of the Organization settings for tracking maintenance work orders on the Timesheet tab of a daily plan.



Time configuration

Select the time calculations that may be used to record daily time

Standard time Overtime X Double time X

Use employee reason codes

Off

Display maintenance in Daily Planning

Off

If the maintenance work order feature isn't available in **Progress**, you will need to submit this request to the appropriate administrator within your company to have it added at the organizational level.

### 2.1.2 Overview

The tracking of maintenance-related work orders covered in this section can be used for both the web and mobile versions of Daily Planning.

- Maintenance work orders allow you to log employee hours against the maintenance work orders that are generated in your ERP system
- Work orders are created in your ERP system and brought into the InEight Project Suite via integration

## 2.2 UTILIZING MAINTENANCE WORK ORDERS

Daily planning tracks work related tasks, but you also may need to track maintenance related work orders. With the option to display maintenance turned on, you can use InEight Progress to log employee hours against your maintenance work orders.



- The option **Add Maintenance** in the daily plan will default to **By Work Orders**

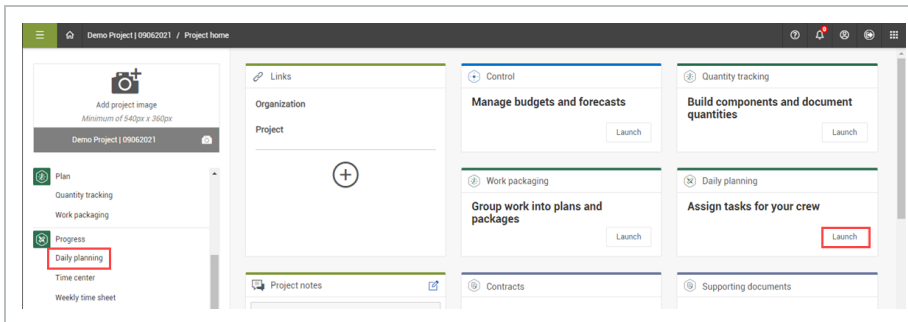
**TIP**

The Step by Step examples in this lesson use the Progress web application. You would use the same functionality for the Progress web application.

## Add Maintenance Work Order to Time Sheet

This practice can be used for both the web and mobile versions of **Daily Planning**.

1. On the project dashboard, select the **Daily Planning** module under **Progress**.



2. In Daily Planning, check your daily plan and click the **edit** icon.
3. Navigate to the **Timesheet** tab.
4. Click the **+ Add Maintenance** button.

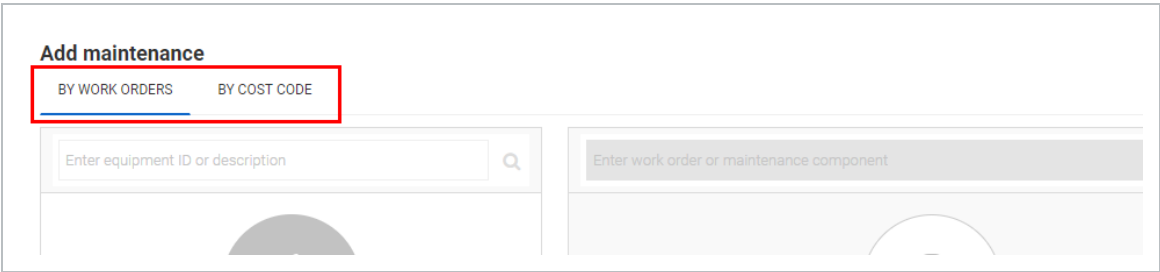
Daily Plans > Erect Steel - 09/27/2018 (In Pl...

OVERVIEWDETAILSTIME SHEET

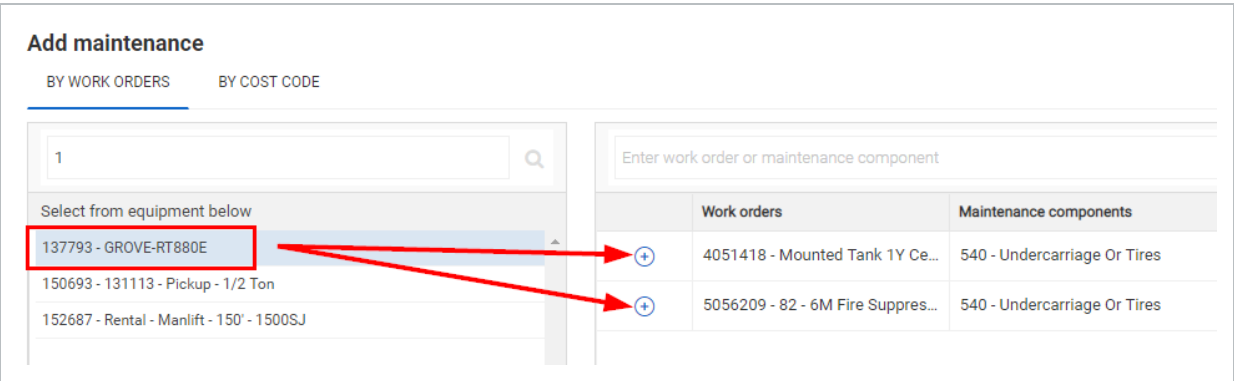
|                                                                                                                                                                                          |                                                                                                                            |  |  |  |
|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------|--|--|--|
| <div><div><div><div><div></div><div>+</div></div><div>Add tasks and resources</div></div><div><div><div>+</div>Add maintenance</div><div><div>-</div>Clear hours</div></div></div></div> | <div><div><div>1005</div><div>Erect Steel - Light</div><div><div>MH: 32</div><div>EQ: 8</div></div></div><div></div></div> |  |  |  |
| <div><div><div><div></div><div>John Walsh Jr</div><div>00376348</div><div>MH: 8</div></div><div></div></div></div>                                                                       | 8                                                                                                                          |  |  |  |
| <div><div><div><div></div><div>Kenneth Moore</div><div>00012238</div><div>MH: 8</div></div><div></div></div></div>                                                                       | 8                                                                                                                          |  |  |  |
| <div><div><div><div></div><div>Joseph Kelly</div><div>00386639</div><div>MH: 8</div></div><div></div></div></div>                                                                        | 8                                                                                                                          |  |  |  |
| <div><div><div><div></div><div>Troy Brown</div><div>00342546</div><div>MH: 8</div></div><div></div></div></div>                                                                          | 8                                                                                                                          |  |  |  |
| <div><div><div><div></div><div>GROVE-RT880E</div><div>137793</div><div>EQ: 8</div></div><div></div></div></div>                                                                          | <div><div>Operated 4</div><div>Other 4</div></div>                                                                         |  |  |  |

- An **Add maintenance** slide out panel appears
- Note that you can add a maintenance task under one of two categories:
  - **By Work Orders** allows you to select the equipment being maintained and then assign the related work order created in the ERP system
  - **By Cost Code** allows you to select a related cost code instead of a “temporary work

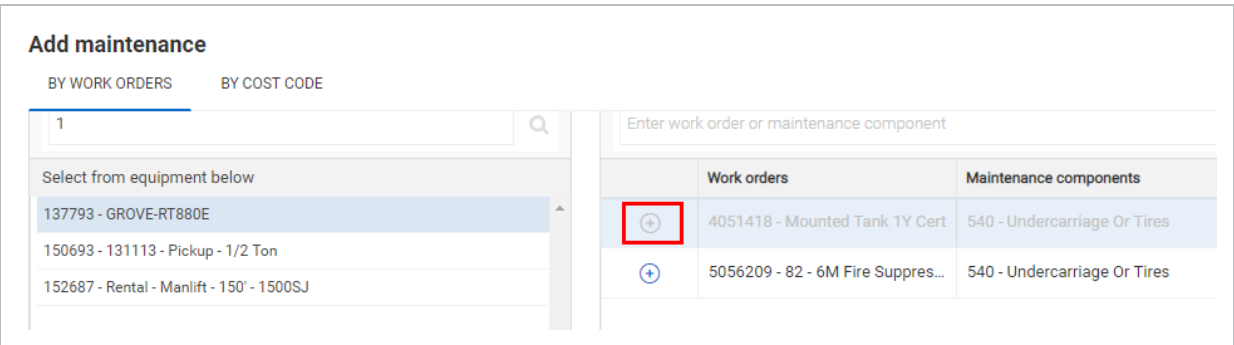
order” so that maintenance-related hours can be tracked



- 5. Start typing an equipment code or equipment type in the search bar.
- 6. Select the piece of equipment from your plan and notice that the available work orders appear in the adjacent window.



- 7. Click the + to add the work order.



- Notice that the work order shows displays in the Time Sheet tab. The colors are inverted from the task code blocks
- For work orders added by work order, the tile displays the cost center, work order number, and work order description

- Only labor hours can be added to work orders, not equipment hours. Note in the above the equipment-related tile is dimmed to reflect this
- You can then add labor hours to any given employee related to the maintenance work order through the typical time sheet process

## Lesson 2 Review

1. Maintenance Work Orders originate from which software application?
  - a. InEight Progress
  - b. ERP System
  - c. InEight Plan
  - d. InEight Control

---
2. In daily plans, what can you add to maintenance work orders?
  - a. Employee hours
  - b. Equipment hours
  - c. Claimed Quantity
  - d. Both a & b

---
3. What do you select on the Time Sheet tab to select a work order to track time against?
  - a. Add Tasks and Resources
  - b. Add Maintenance
  - c. Add Temporary Task
  - d. Add Temporary Equipment

---

## Lesson 2 Summary

As a result of this lesson, you can:

- Add maintenance work orders to a time sheet
- Assign employee work hours to a maintenance work order

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# LESSON 3 – WEEKLY TIME SHEET

**Lesson Duration:** 20 minutes

## Lesson Objectives

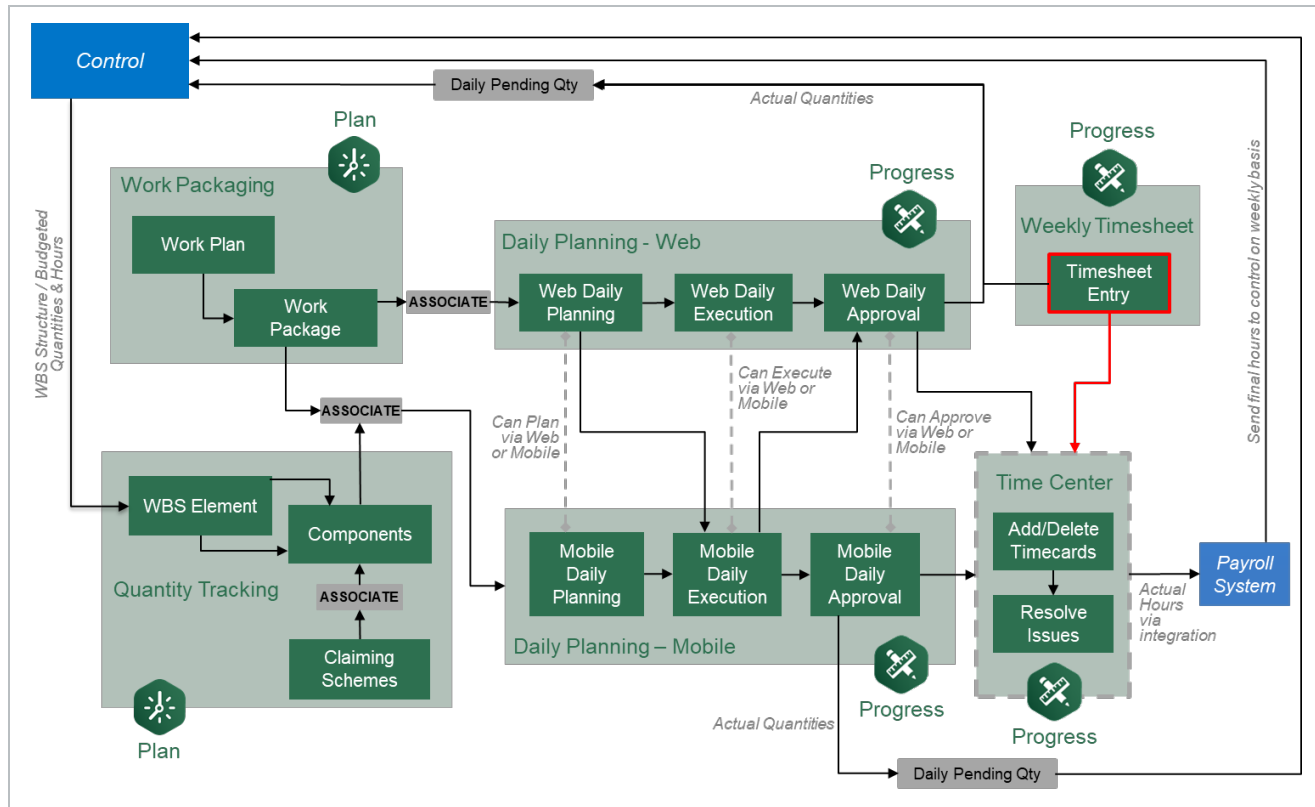
After completing this lesson, you will be able to:

- Navigate to Weekly time sheets
- Edit, create, and send weekly time sheets

## Lesson Topics

|                                                        |    |
|--------------------------------------------------------|----|
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## 3.1 INEIGHT PROGRESS WORKFLOW - WEEKLY TIMESHEET



## 3.2 WEEKLY TIMESHEET NAVIGATION

### 3.2.1 Overview

Weekly Time Sheet is a Progress module that lets you see the weekly time that is entered for a project team. The time can be allocated to a single project or across multiple projects. The time that is entered either comes from daily plans or can be entered on the Weekly time sheet page, allowing for indirect personnel to enter time without being on a daily plan. Weekly Time Sheet also shows all allowances that are associated to the employee's time per week, and all equipment that was linked to the employee, giving the supervisor a one stop shop to review all time entry information that is associated to him and his team.

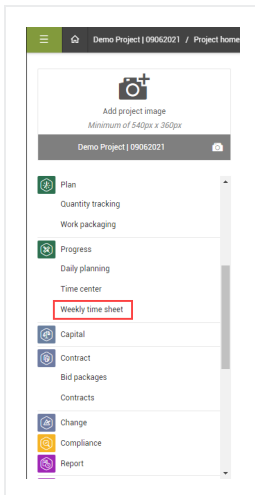


**NOTE**

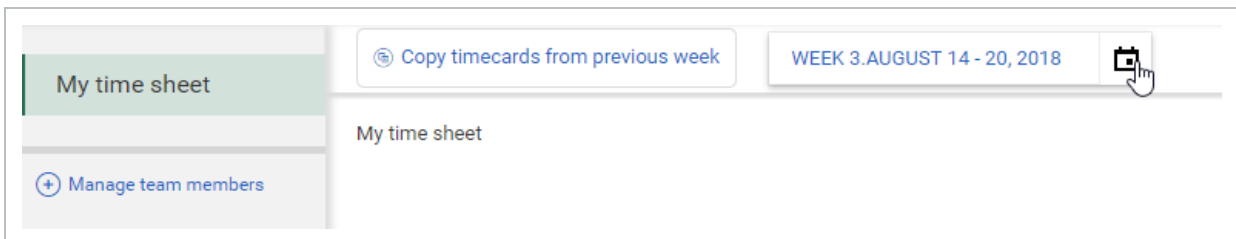
Week start day is defined by the setting at the organization level in Settings > Progress > Daily planning > **General**.

## Navigate Weekly Time Sheet

1. From the project home page, in the side panel, select **Weekly time sheet** under Progress.



2. On the Weekly time sheet page, select the corresponding week by clicking on the **calendar** icon.



There are three sections on the Weekly Time Sheet: the employee members of the team, the allowances and the associated equipment

| Employee                           |            |              |             |                         |         |                  |         |
|------------------------------------|------------|--------------|-------------|-------------------------|---------|------------------|---------|
|                                    | Project ID | Project name | Reason code | Reason code description | Task ID | Task description | Plan ID |
| No data available on current grid. |            |              |             |                         |         |                  |         |
| Total:                             |            |              |             |                         |         |                  |         |

| Allowances                         |            |              |             |                         |         |
|------------------------------------|------------|--------------|-------------|-------------------------|---------|
|                                    | Project ID | Project name | Reason code | Reason code description | Plan ID |
| No data available on current grid. |            |              |             |                         |         |
| Total:                             |            |              |             |                         |         |

| Equipment                          |            |              |              |                      |               |                      |         |                  |         |
|------------------------------------|------------|--------------|--------------|----------------------|---------------|----------------------|---------|------------------|---------|
|                                    | Project ID | Project name | Reason co... | Reason code descr... | Equipment ... | Equipment descrip... | Task ID | Task description | Plan ID |
| No data available on current grid. |            |              |              |                      |               |                      |         |                  |         |
| Total:                             |            |              |              |                      |               |                      |         |                  |         |

## 3.3 WEEKLY TIME SHEET CREATION

### 3.3.1 Set Up Members

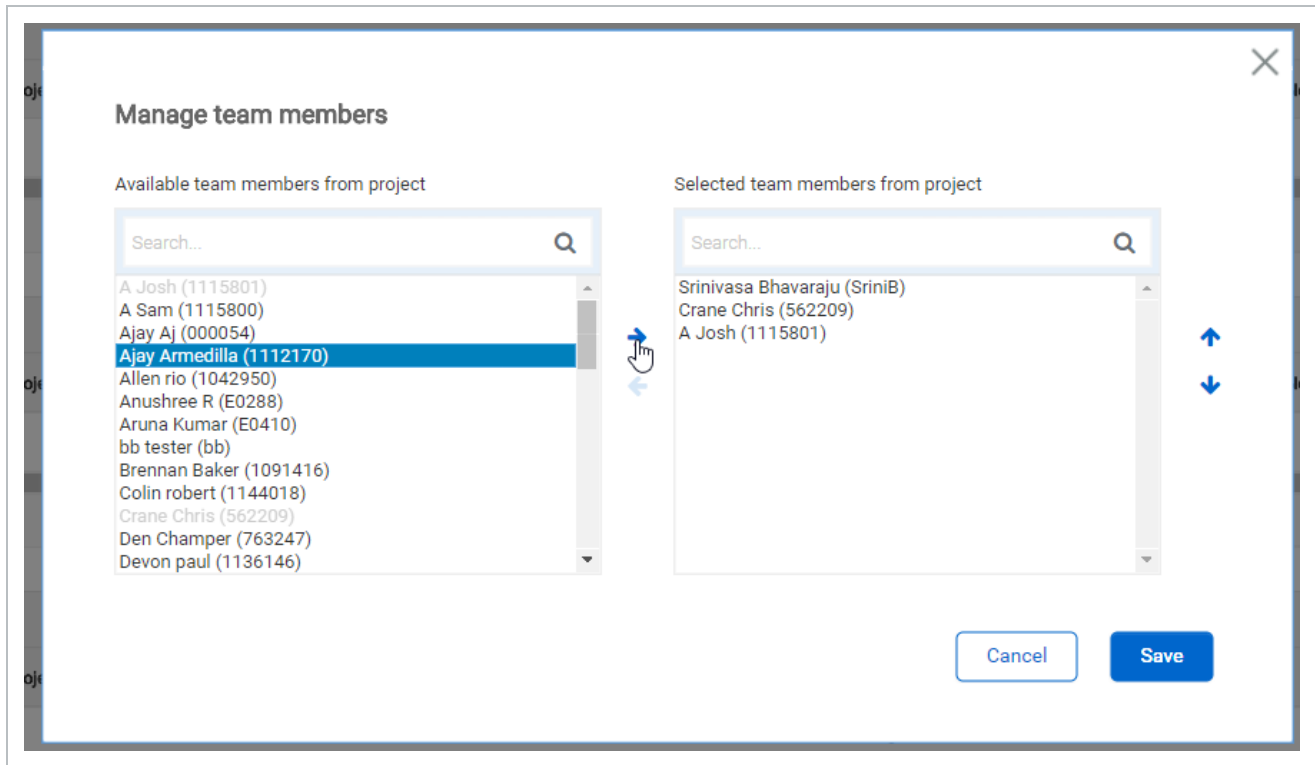
On the Weekly time sheet page, members are the employees you are tracking time for on the weekly time sheet.

The following steps walk you through how to set up members in Weekly Time Sheet.

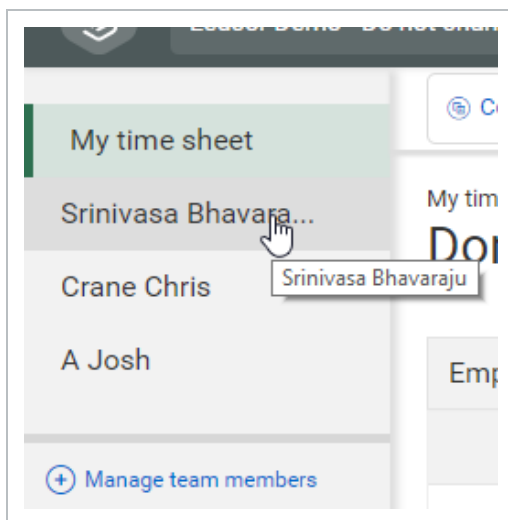
#### Add Members to Weekly Time Sheet

1. From the Weekly time sheet page, select **+ Manage team members**.

2. On the resulting Manage team members window, highlight the name of the member you want to add.
3. Click on the **side arrow** to move the highlighted member from Available team members from project to Selected team members from project.



4. Once selected, the team members' names show under My time sheet on the left



### 3.3.2 Input Time

After all the members are added to the Weekly time sheet page, you can input their hours for the week. When you select the member on the left, all activities for the week will show along with any allowances or equipment.

Copy timecards from previous week WEEK 4 APRIL 22 - 28, 2019 Cancel Save Submit all hours

My time sheet Michael Thorp(1248) Total Employee Hours 52

Display: ☒ Allowances ☒ Equipment

| son code | Reason code description | Task ID            | Task description | Plan ID | Notes | Mon 22 | Tue 23 | Wed 24 | Thu 25 | Fri 26 | Sat 27 | Sun 28 | Total |
|----------|-------------------------|--------------------|------------------|---------|-------|--------|--------|--------|--------|--------|--------|--------|-------|
| SON      | Reason1                 | 25062018.001_ES.01 | With def L & E   | 7668    |       |        |        |        | 8      |        |        |        | 8     |
|          | Operate Equipment       | 25062018.001_ES.01 | With def L & E   | 7668    |       |        |        |        | 4      |        |        |        | 4     |
|          | Work                    | 25062018.1234.890  | DE Task          |         |       | 8      | 8      | 8      | 8      | 8      |        |        | 40    |
|          |                         |                    |                  |         |       | 8      | 8      | 8      | 20     | 8      | 0      | 0      | 52    |

Allowances

#### TIP

Any time that has come from a daily plan will be shaded green, whereas any time directly entered in the Weekly time sheet module will be white.

The following steps walk you through adding hours for a member on the Weekly time sheet page.

### Input Time on Weekly Time Sheet

1. From the Weekly time sheet page, select the member whose hours you need to enter.

Steel Structure Job (105091) Progress Weekly time sheet

Copy timecards from previous week WEEK 4.OCTOBER 23 - 29, 2018

My time sheet Humberto Estrada ... Chace Shelley(00939249)

Team member Chace Shelley(00939249)

Employee

| Project ID | Project name | Reason code | Reason code description |
|------------|--------------|-------------|-------------------------|
|------------|--------------|-------------|-------------------------|

2. On the Employee grid, select the **Add** icon on the right.

[Cancel](#) [Save](#) [Send to Payroll](#)

Total Employee Hours  
0

Display: ☒ Allowances ☒ Equipment

| Tue<br>23 | Wed<br>24 | Thu<br>25 | Fri<br>26 | Sat<br>27 | Sun<br>28 | Mon<br>29 | Total |                                                                                     |
|-----------|-----------|-----------|-----------|-----------|-----------|-----------|-------|-------------------------------------------------------------------------------------|
|           |           |           |           |           |           |           |       |  |

3. Ensure that you have chosen the correct project from the Project drop-down menu.

Display: ☒ Allowances ☒ Equipment

Project: 123456 - Steel Structures ▼ Reason codes:

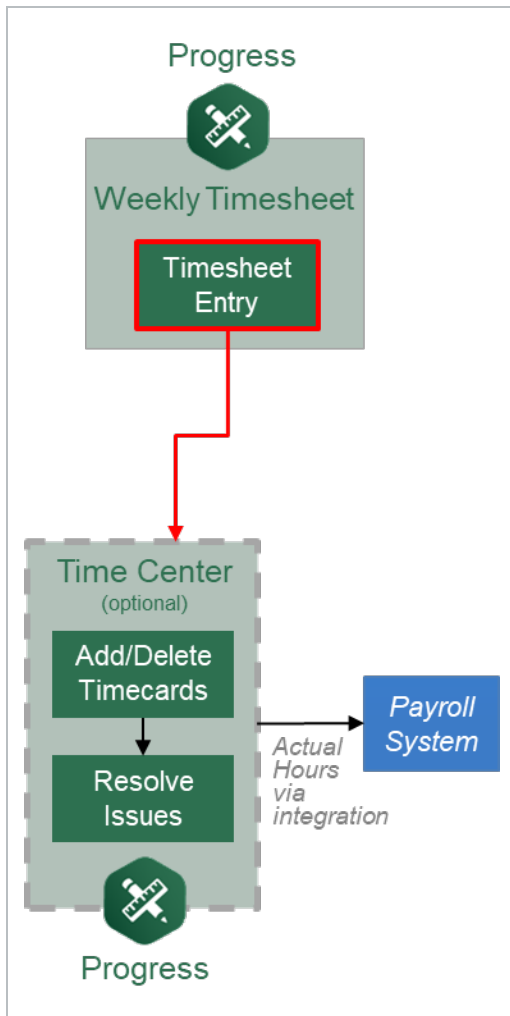
4. Select a **Reason code** from the drop-down menu.
5. Enter that employee's time wherever necessary.

| Employee          |                   |         |                                                                                     |        |        |        |        |        |        |        |
|-------------------|-------------------|---------|-------------------------------------------------------------------------------------|--------|--------|--------|--------|--------|--------|--------|
| Task ID           | Task description  | Plan ID | Notes                                                                               | Sun 23 | Mon 24 | Tue 25 | Wed 26 | Thu 27 | Fri 28 | Sat 29 |
| 123456.295116.888 | Unallocated Costs |         |  | 0      | 0      | 0      | 0      | 0      | 0      | 0      |
|                   |                   |         |                                                                                     | 0      | 0      | 0      | 0      | 0      | 0      | 0      |

- Once hours have been entered or changed for your personnel, you must click Save for them to be captured and recorded
6. Click **Save**.

### 3.3.3 Submit Hours

After all hours are input for the week, you can submit them to Time center for final review before they go to your payroll system.



To submit hours to Time center, click **Submit all hours**.

The screenshot shows a user interface with three buttons at the top: 'Cancel', 'Save', and 'Submit all hours'. The 'Submit all hours' button is highlighted in green. Below the buttons, there is a section titled 'Total Employee Hours' with the value '52' displayed in a large font. At the bottom, there is a 'Display:' section with two checked checkboxes: 'Allowances' and 'Equipment'.

Depending on how your project is set up, your supervisor might be required to approve your hours. You can see the history and comments of the time sheet approval or rejection at the bottom of the page. Icons next to employee names show whether their time sheets have been approved, are pending, or rejected. Notifications remind you when employee and supervisor submissions are due.

Weekly time sheet

Manage team members

Copy timecards from previous week

WEEK

|          |  |     |    |
|----------|--|-----|----|
| 09092021 |  | 121 | sh |
| 09092021 |  | 121 | sh |
| 666666   |  | 121 | sh |
| 666666   |  | 121 | sh |
| 666666   |  | 121 | sh |
| Total:   |  |     |    |

Allowances

| Project ID | Project name | Reason code | Re |
|------------|--------------|-------------|----|
| Total:     |              |             |    |

Equipment

| Project ID | Project name | Reason co... | Reaso |
|------------|--------------|--------------|-------|
| 666666     |              | OPT          | Opera |
| Total:     |              |              |       |

Weekly time sheet history and comments

- 03/10/2021 11:35 AM

Time sheet approved.

- 03/10/2021 06:34 AM

Time sheet created.

## Lesson 3 Review

1. What three sections are available for entering hours on the Weekly time sheet page?
  - a. Employee
  - b. Allowances
  - c. Equipment
  - d. All of the above

---
2. What can you do with Weekly Time Sheets? (Select all that apply.)
  - a. Edit
  - b. Create
  - c. Send
  - d. Sync with Control

---
3. What color are the time sheet entries that come from a daily plan?
  - a. White
  - b. Green
  - c. Blue
  - d. Gray

---

## Lesson 3 Summary

As a result of this lesson, you can:

- Navigate to Weekly time sheets
- Edit, create, and send weekly time sheets





# LESSON 4 – TIME CENTER

**Lesson Duration:** 20 minutes

## Lesson Objectives

After completing this lesson, you will be able to:

- Navigate the Time Center module
- Create, edit, and send timecards

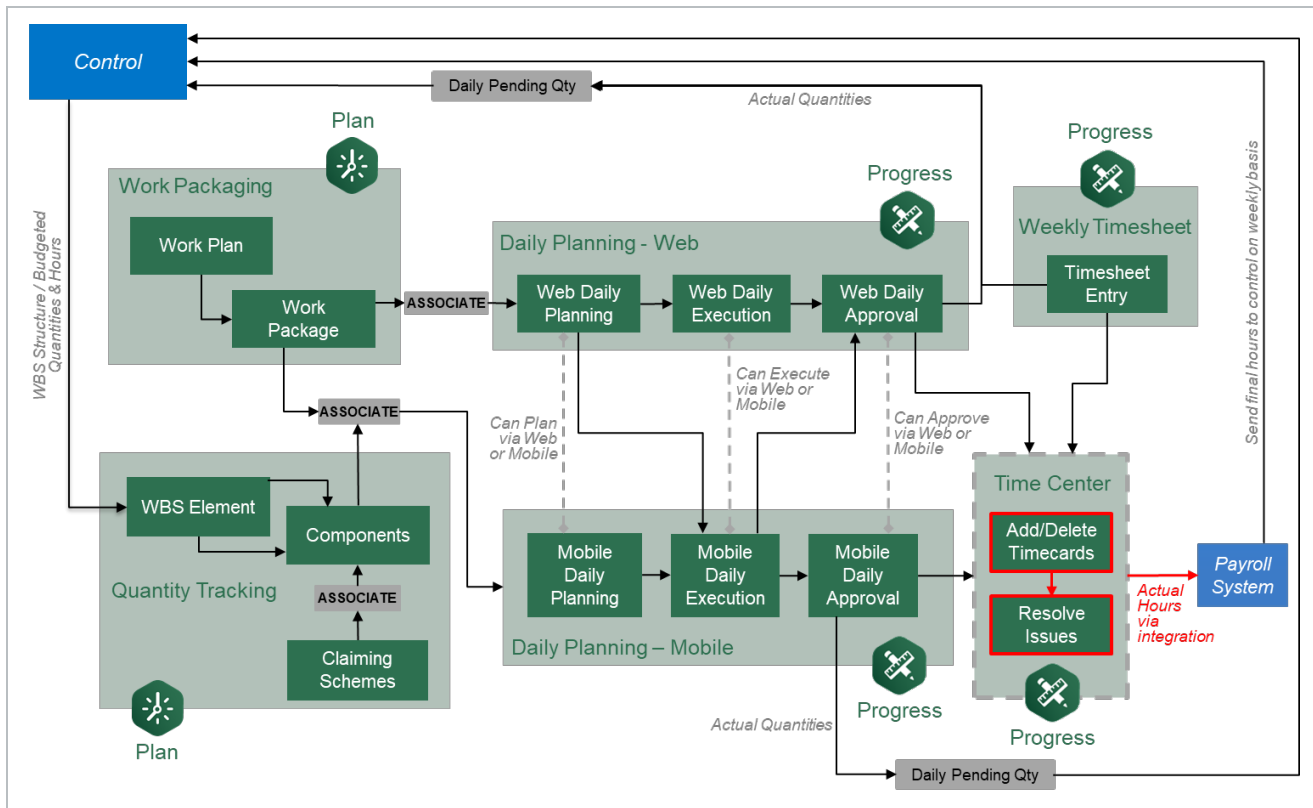
## Lesson Topics

|                                                   |    |
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Lesson 4 Summary ..... 69

## 4.1 INEIGHT PROGRESS WORKFLOW - TIME CENTER

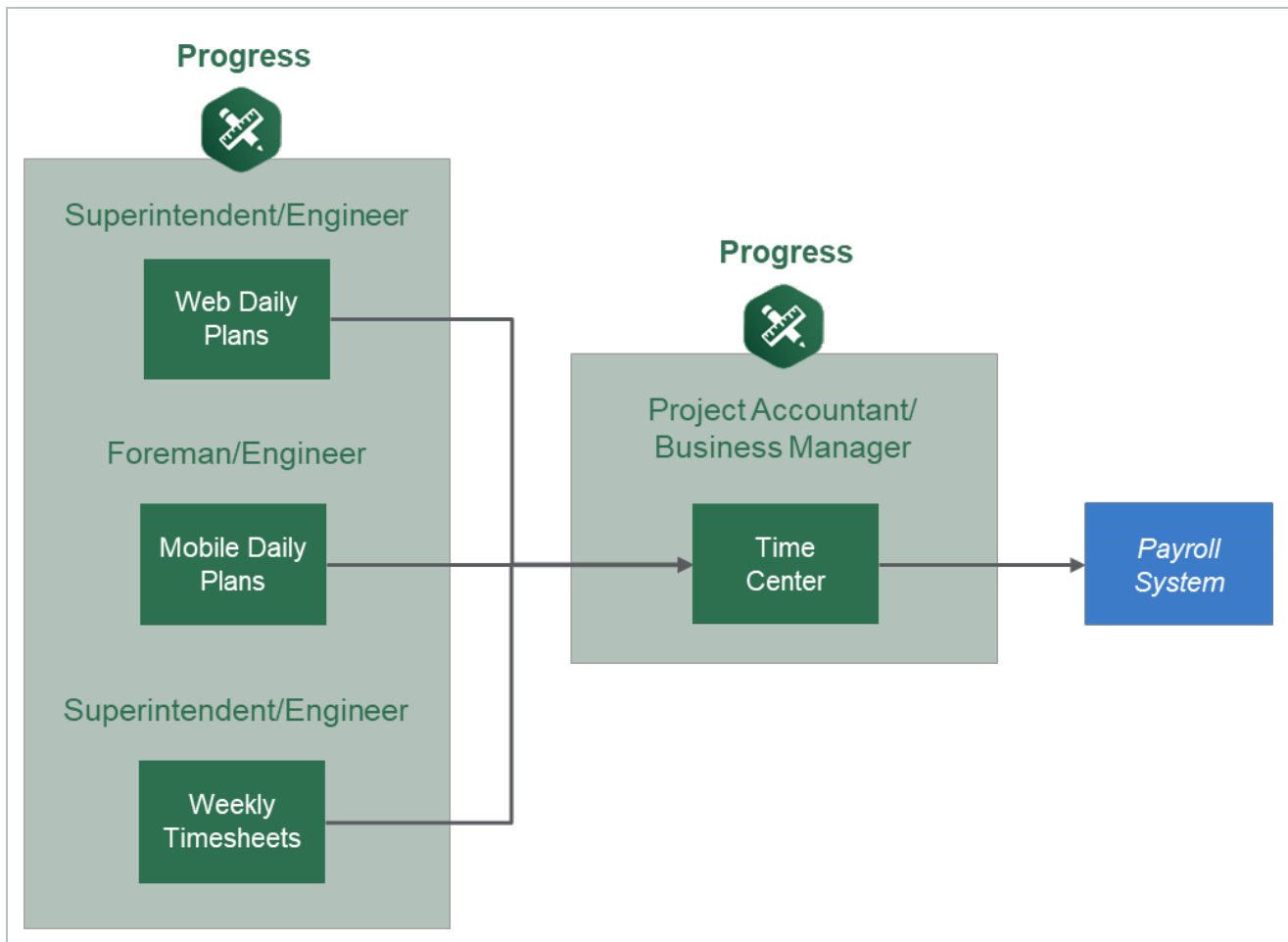


## 4.2 TIME CENTER NAVIGATION

### 4.2.1 Time Center Overview

Time Center serves as a final repository to review and correct timesheet information before importing into your payroll system. Time Center allows you to review entries, called **time cards**, brought in from:

- Daily plans approved within the Progress Daily Planning (Web and Mobile) application
- Progress Weekly Timesheet module



#### 4.2.1.1 Time Center Purpose

The purpose of Time Center is to:

- Review the daily plans (time cards) received from Plan and Progress
- Ensure time cards have the correct properties and data elements
- Edit and correct any potential errors
- Send the reviewed and corrected time cards to your payroll system to process for payment
- Eliminate the need to edit time cards via payroll system database tables or side spreadsheets exported from Excel

### 4.2.1.2 Display Configurations

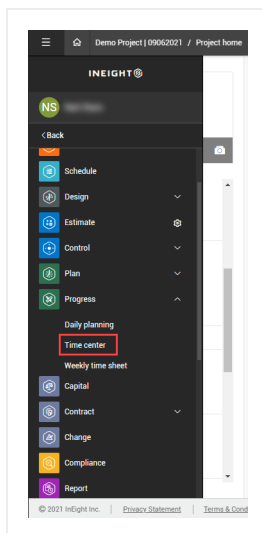
The Time center UI is designed for full HD resolution 1920 x 1080 with browser zoom of 100% and Windows display scaling of 100%. Display configurations other than what is recommended might not render correctly.

Each InEight application has its own supported display configurations, which might be different than the configuration above.

### 4.2.1.3 Time Center Access

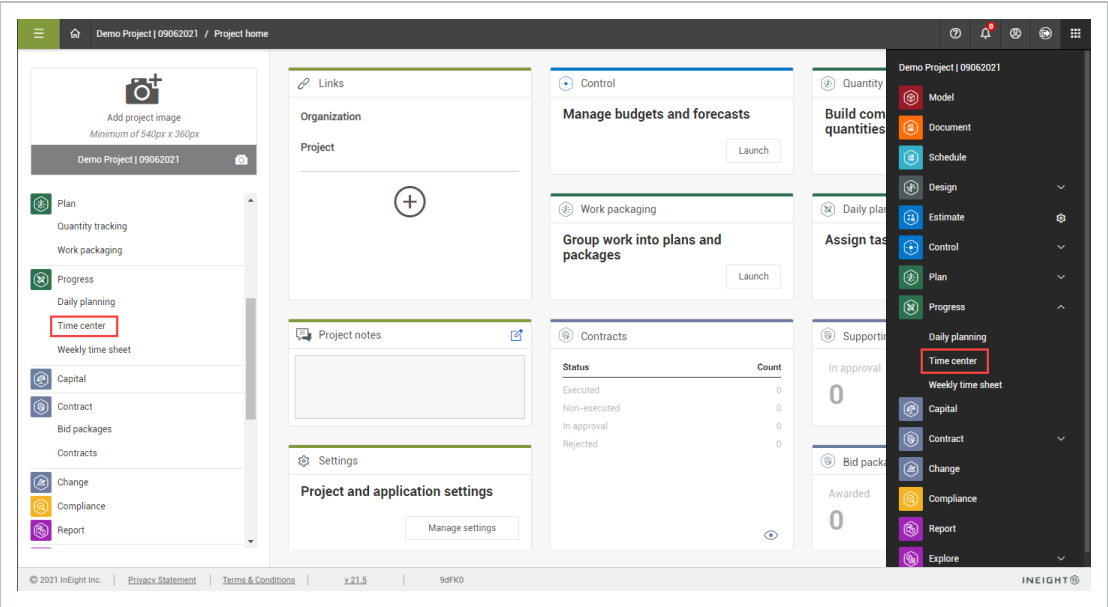
You access Time Center from the Project Home page by selecting one of the following:

- Hamburger icon menu > Project name > Progress > **Time center**



- **Time center** from the project home page side panel

- App launcher icon > Progress > **Time center**

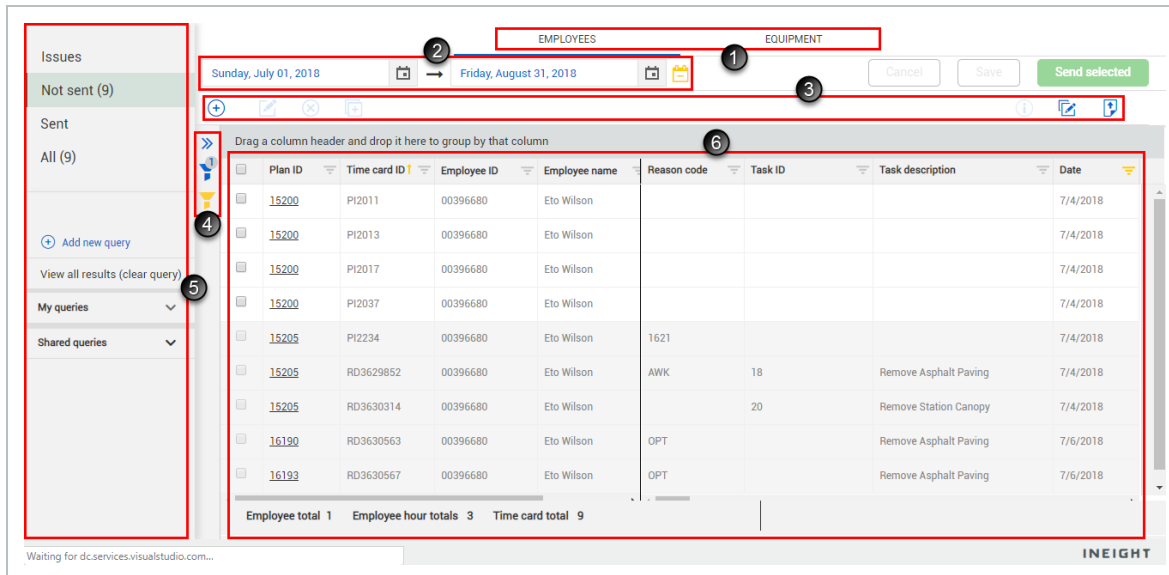


Overview – Time Center Register Page

| Title |                           | Description                                                                                                                                                                                                                                                                                                         |
|-------|---------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 1     | Employee / Equipment Tabs | Select the appropriate tab to view the time cards for either employees or equipment.                                                                                                                                                                                                                                |
| 2     | Date Filter               | Select the date to filter using the field on the left or click the add date icon to search by a date range.                                                                                                                                                                                                         |
| 3     | Toolbar                   | Add, edit, delete or copy time cards using the toolbar on the left.<br>View summary information, make bulk edits, and export time cards using the toolbar on the right.                                                                                                                                             |
| 4     | Query Shortcut Icons      | The double arrow is a shortcut to expand the Query builder slide out panel. The blue filter icon indicates how many queries are applied. Yellow filter icons appear for each filter applied.                                                                                                                        |
| 5     | Side Panel                | The upper portion contains preset filters to view just time-cards with issues, time cards not sent, time cards sent, or all time cards.<br>The lower portion contains the Query builder to create queries to search for specific time cards. You can save your queries under My queries, and access Shared queries. |

## Overview – Time Center Register Page (continued)

| Title                | Description                                                                                              |
|----------------------|----------------------------------------------------------------------------------------------------------|
| 6 Time card register | Contains rows and columns that house all time card data imported from daily plans and weekly timesheets. |



### 4.2.2 Time Center Register Columns

The Time Center register contains all the information captured using the Progress application for your daily plans in the field, as well as weekly timesheets from the Weekly timesheets module. The register columns fixed to the left are pertinent for identifying the time cards and include the Plan ID, Time card ID, Employee ID, Employee name and Labor/Equipment hours columns. The columns on the right contain additional data brought in from InEight Progress for you to review for issues.

The following table lists the columns available in the Time center register. You will edit these fields as needed to make corrections to your time cards. Fields not editable in Time Center can be edited in either InEight Progress or in your Payroll application, depending on the field.

| Column            | Editable in Time Center? | Sortable? | Filterable? |
|-------------------|--------------------------|-----------|-------------|
| Plan Level Fields |                          |           |             |
| Plan ID           | No                       | Yes       | Yes         |

| Column               | Editable in Time Center? | Sortable? | Filterable? |
|----------------------|--------------------------|-----------|-------------|
| Plan Status          | No                       | Yes       | Yes         |
| Daily Plan name      | No                       | Yes       | Yes         |
| Date                 | No                       | Yes       | No          |
| Approver 1 ID        | Automatic                | Yes       | Yes         |
| Approver 1 name      | Yes                      | Yes       | Yes         |
| Approver 1 Role      | Yes-Conditional          | No        | Yes         |
| Approver 2 ID        | Automatic                | Yes       | Yes         |
| Approver 2 name      | Yes                      | Yes       | Yes         |
| Approver 2 Role      | Yes-Conditional          | No        | Yes         |
| Labor hour type      | No                       | Yes       | Yes         |
| Client approver name | No                       | Yes       | Yes         |
| Executor name        | Yes                      | Yes       | Yes         |
| Executor ID          | Automatic                | Yes       | Yes         |
| Executor Role        | Yes                      | No        | Yes         |
| Shift                | Yes                      | Yes       | Yes         |
| Employee Fields      |                          |           |             |
| Employee ID          | Yes-Conditional          | Yes       | Yes         |
| Employee Name        | No                       | No        | Yes         |
| Labor Hours          | Yes                      | Yes       | Yes         |
| Reason Code          | Yes                      | Yes       | Yes         |
| Reason Description   | Automatic                | Yes       | Yes         |
| Trade ID             | No                       | No        | Yes         |



| Column                                      | Editable in Time Center? | Sortable? | Filterable? |
|---------------------------------------------|--------------------------|-----------|-------------|
| Trade description                           | No                       | No        | Yes         |
| Employee Fields (Continued)                 |                          |           |             |
| Craft ID                                    | No                       | No        | Yes         |
| Craft description                           | No                       | No        | Yes         |
| Override trade                              | Automatic                | No        | Yes         |
| Override trade description                  | Automatic                | No        | Yes         |
| Override craft                              | Yes                      | No        | Yes         |
| Override craft description                  | Automatic                | No        | Yes         |
| Union code                                  | No                       | No        | Yes         |
| Employee billing class                      | Yes                      | No        | Yes         |
| Uplift                                      | No                       | No        | Yes         |
| Uplift override                             | Yes                      | Yes       | Yes         |
| Employer company                            | No                       | No        | Yes         |
| Premium 1-6                                 | Yes                      | Yes       | Yes         |
| Timesheet Entry Fields                      |                          |           |             |
| Time card ID                                | No                       | Yes       | Yes         |
| Task ID                                     | Yes                      | Yes       | Yes         |
| Task description                            | Automatic                | Yes       | Yes         |
| Budget Code - Segment 1 (e.g., Cost Center) | Automatic                | Yes       | Yes         |
| Budget Code - Segment 2                     | Automatic                | Yes       | Yes         |
| Budget Code - Segment 3                     | Automatic                | Yes       | Yes         |
| Budget Code - Segment 4                     | Automatic                | Yes       | Yes         |
| Time card Type                              | No                       | Yes       | Yes         |
| Labor Cost type                             | Yes                      | No        | No          |

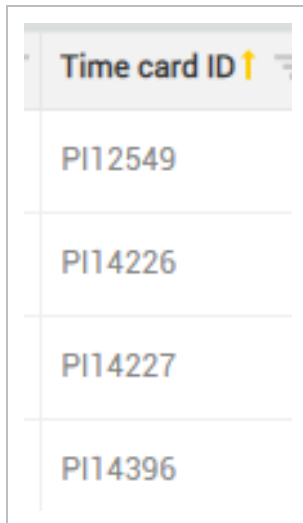
| Column                            | Editable in Time Center? | Sortable? | Filterable? |
|-----------------------------------|--------------------------|-----------|-------------|
| Equipment cost type               | Yes                      | No        | No          |
| Notes                             | No                       | No        | No          |
| Version number                    | No                       | No        | No          |
| Equipment Fields                  |                          |           |             |
| Equipment ID                      | Yes                      | Yes       | Yes         |
| Equipment description             | Automatic                | No        | Yes         |
| Equipment hours                   | Yes                      | Yes       | Yes         |
| Equipment reason code             | Yes                      | Yes       | Yes         |
| Equipment reason code description | No                       | Yes       | Yes         |
| Equipment location                | No                       | No        | Yes         |
| Maintenance Fields                |                          |           |             |
| Work order                        | Yes                      | Yes       | Yes         |
| Work order description            | Automatic                | Yes       | Yes         |
| Equipment repair number           | Yes                      | No        | Yes         |
| Equipment repair description      | Automatic                | No        | Yes         |
| Status Fields                     |                          |           |             |
| Modified by                       | Automatic                | Yes       | Yes         |
| Modified date                     | Automatic                | Yes       | Yes         |
| Integration status                | Automatic                | Yes       | Yes         |
| Validation issue?                 | Automatic                | Yes       | Yes         |
| Employee shift start              | Yes                      | Yes       | Yes         |
| Employee shift end                | Yes                      | Yes       | Yes         |
| Plan shift start                  | Yes                      | Yes       | Yes         |
| Plan shift end                    | Yes                      | Yes       | Yes         |

**NOTE**

The Integration status indicates whether the time cards have been sent to the payroll system.

#### 4.2.2.4 Sort Columns

You can sort in ascending or descending (both for alpha and numeric fields) on any column's header. Click once to sort the column in ascending order (A-Z, 1-10). A yellow arrow displays on the column header pointing upward.



| Time card ID ↑ |
|----------------|
| PI12549        |
| PI14226        |
| PI14227        |
| PI14396        |

Click a second time on the column header to sort in descending order (Z-A, 10-1), and the arrow will point downward. Click a third time to reset the column to its default state.

#### 4.2.2.5 Move Columns

You can move columns using drag and drop to rearrange them as needed and the system will remember the column order the next time you log in.

#### 4.2.2.6 Filter columns

Depending on the project, you may have thousands of time cards to sift through. You can filter your time cards using column filters to drill down by date, employee, or whatever other criteria you need.

To filter on a column, select the filter icon on the column's header, then hover over the Filter menu option.

|  | Plan ID | Time card ID | Employee ID | Employee name    | Labor hours | Reason co |
|--|---------|--------------|-------------|------------------|-------------|-----------|
|  | 8780    | RD1279230    | 10429508    | Allen Robert     |             | ERM       |
|  | 8916    | RD1281743    | 10429508    | Allen Robert     |             | PT        |
|  | 8929    | RD1281944    | 1259        | Rabbiyah Nannan- |             |           |
|  | 8929    | RD1281946    | 0101Divya   | Divya Bhuvarahan | 1           | OPT       |

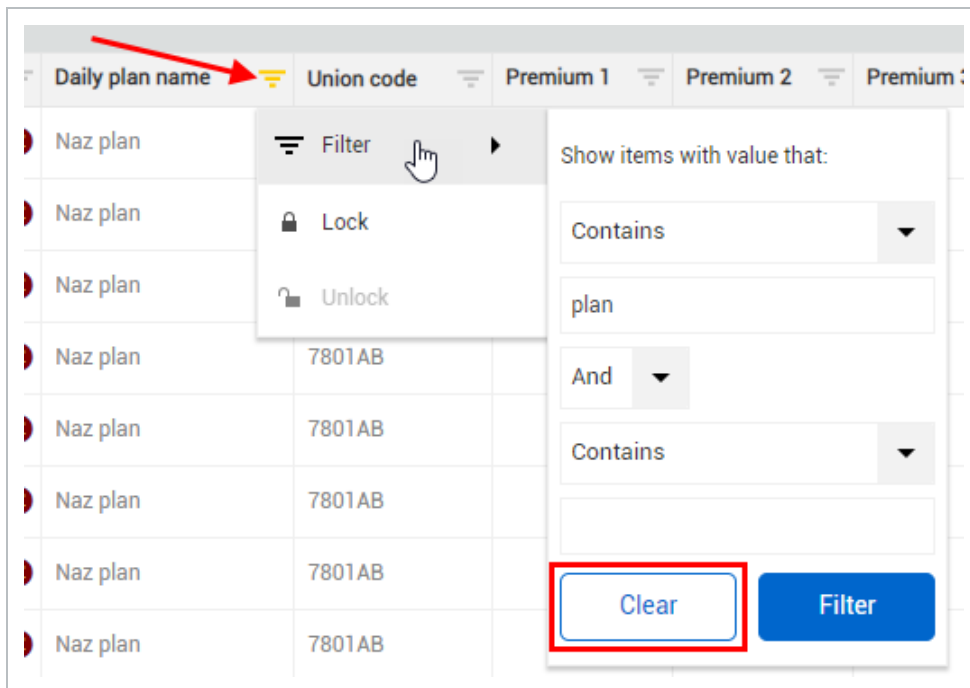
On the resulting Filter window, you can select an operator and value to filter by.

| Employee name       | Labor hours | Reason code | Task ID |
|---------------------|-------------|-------------|---------|
| Allen Robert        |             |             |         |
| Allen Robert        |             |             |         |
| Rabbiyah Nannan-    |             |             |         |
| Divya Bhuvarahan    | 1           | Of          |         |
| Rabbiyah Nannan-... | 2           | Of          |         |
| Divya Bhuvarahan    | 1           | Of          |         |
| Rabbiyah Nannan-... | 1           | PE          |         |
| Divya Bhuvarahan    | 1           | RE          |         |

The register now filters your time cards by the filter value you selected, and the filter icon on the column header is yellow to indicate the column is being filtered.

| Date     | Integration sta |
|----------|-----------------|
| 5/4/2019 | Not sent        |
| 5/1/2019 |                 |

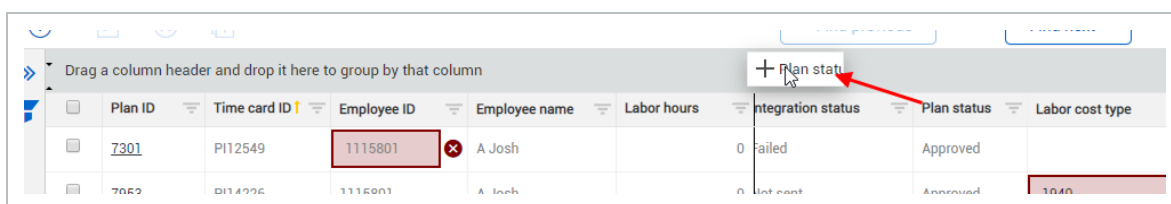
To clear the filter, you would click on the columns filter icon and select Clear.



#### 4.2.2.7 Group Columns

With column grouping, you can organize your time cards into groups by the values of a selected column. By organizing time cards into groups, you can review time cards more efficiently. Grouping columns lets you group information most applicable to your process, and you can group by any column without affecting any of the time card data.

To group by a column, click on the column's header and drag it into the grey area just above the column headers.



Your time cards are now organized into groups based on the values within the column. Each group is collapsible and subtotals the labor or equipment hours of the time cards within each group.

Plan status

|                                             | Plan ID | Time card ID | Employee ID | Employee name | Labor hours | Reason code | Ta |
|---------------------------------------------|---------|--------------|-------------|---------------|-------------|-------------|----|
| ^ Plan status: Approved Labor Hours: 313.25 |         |              |             |               |             |             |    |
| <input type="checkbox"/>                    | 7301    | PI12549      | 1115801     | A Josh        |             | NRC         |    |
| <input type="checkbox"/>                    | 7953    | PI14226      | 1115801     | A Josh        |             | Premium     | 25 |
| <input type="checkbox"/>                    | 7953    | PI14227      | 040404      | Ajay Ananthan |             | Premium     |    |

To remove a grouping, click the x on the grouped column header within the grouping area.

Plan status

|                                             | Plan ID | Time card ID | Emp |
|---------------------------------------------|---------|--------------|-----|
| ^ Plan status: Approved Labor Hours: 313.25 |         |              |     |
| <input type="checkbox"/>                    | 7301    | PI12549      | 11  |

The column will return to its placement within the register.

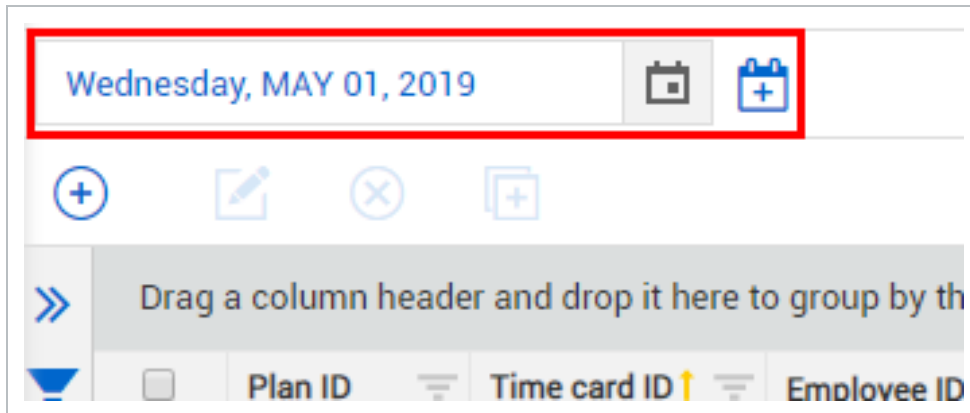
4.2.3 Unapproved Time Cards

Note that time cards that have not yet been approved and are still in Execution or Awaiting Approval status are not editable within the Time Center register. You can only edit approved time cards.

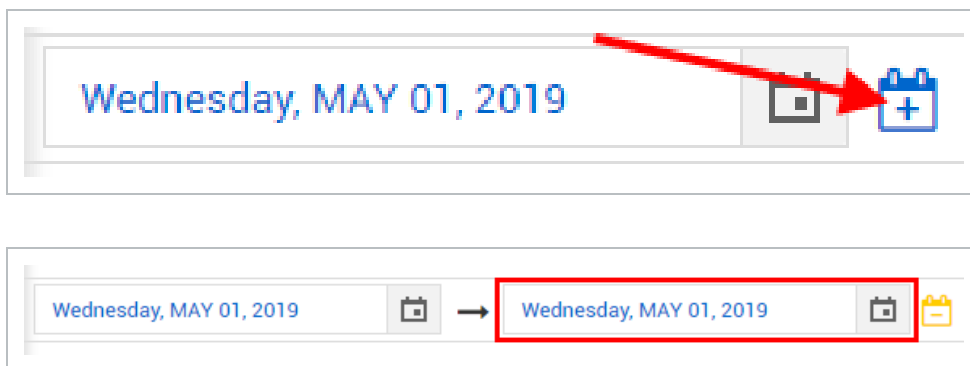
| <input type="checkbox"/> | Plan ID | Plan status      | Time card ID | Employee ID | Employee name | Notes |
|--------------------------|---------|------------------|--------------|-------------|---------------|-------|
| <input type="checkbox"/> | 16202   | Approved         | RD127687     | 0046        | Ajay Aj       |       |
| <input type="checkbox"/> | 16202   | Approved         | RD127690     | 0046        | Ajay Aj       |       |
| <input type="checkbox"/> | 16202   | Approved         | RD127695     | 0046        | Ajay Aj       |       |
| <input type="checkbox"/> | 16303   | Approved         | RD129094     | 1018552     | Nick v        |       |
| <input type="checkbox"/> | 16303   | Approved         | RD129098     | 1018552     | Nick v        |       |
| <input type="checkbox"/> | 16321   | Awaiting Appr... | RD129437     | 1144018     | Colin robert  |       |
| <input type="checkbox"/> | 16321   | Awaiting Appr... | RD129439     | 1144018     | Colin robert  |       |
| <input type="checkbox"/> | 16321   | Awaiting Appr... | RD129440     | 1144018     | Colin robert  |       |

## 4.2.4 Date Filter

You can filter to a specific date for your time cards by either typing the date in the Date field or by selecting the date from the calendar icon.



To select a date range, click the add date icon and select an end date.

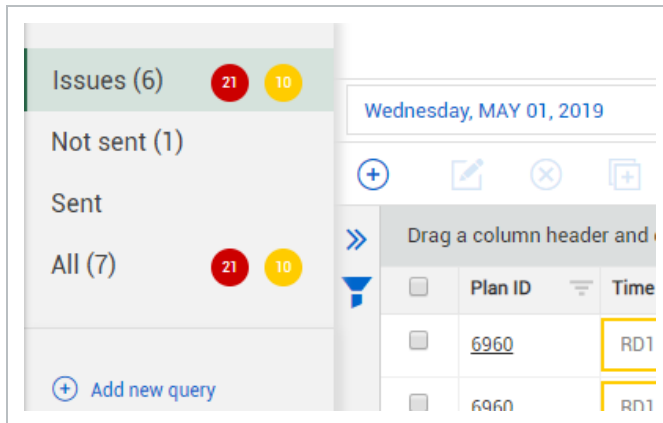


## 4.2.5 Time Card Pre-Set Filters

The upper portion of the left side panel contains pre-set filters to help you focus on the time cards that need review. You have four pre-set filter options you can select from:

- **Issues** – Time cards that have information on them tagged as issues
- **Not sent** – Filters to time cards that have an Integration status of Not sent, or time cards that have not been sent to Payroll
- **Sent** – Filters to time cards that have an Integration status of Sent, or time cards that have been sent to Payroll

- **All** – Shows all time cards within the selected date(s)

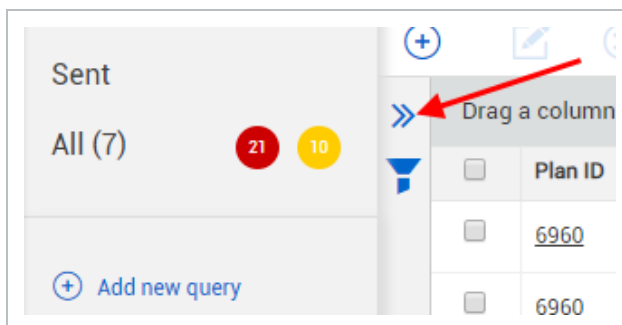


## 4.2.6 Query Builder

In addition to the filters you can set on individual columns, you can also add filters using the Query Builder. The following steps walk you through creating a query using the Query Builder.

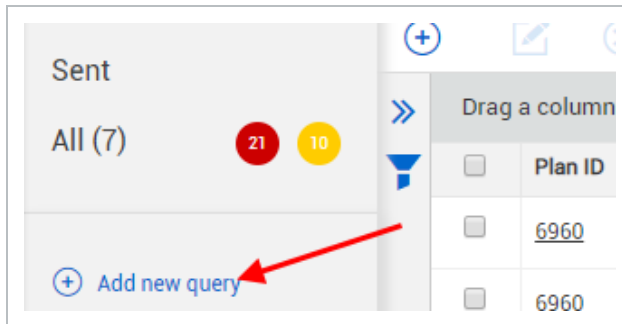
### Create a Query

1. From the Time Center register, do one of the following to open the Query Builder:
  - Click on the **double arrows** next to the left side bar.

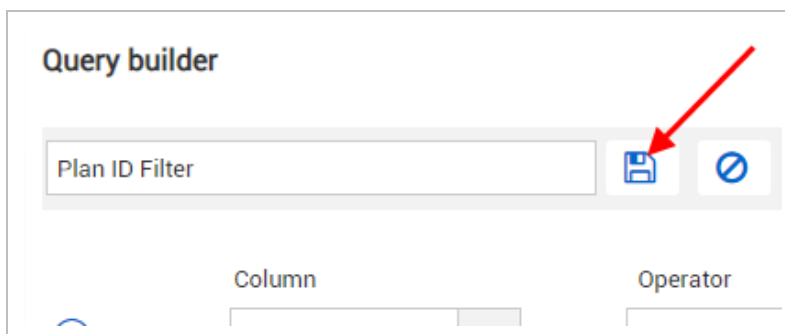




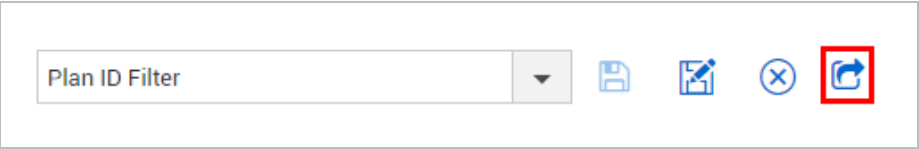
- Click the **Add new query** link on the left side bar.



2. Type the name of the query in the New query name field.
3. Select **Plan ID** from the Column drop-down list.
4. Select **Equal** from the Operator drop-down list.
5. Type a Plan ID value into the Value field.
6. Click **Apply**.
  - The query applies to the timecards on the left
7. Click on the **Save query** icon to save the query.



- Your query will now show up under **My queries**. No one will be able to see this query unless you share it
  - The Share query icon appears. You can share your saved queries with others, so they can use the queries as well
8. Select the **Share query** icon.

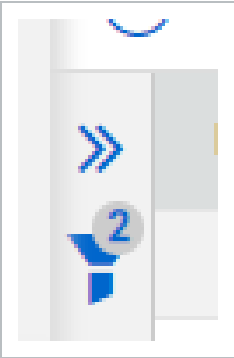


- The query will now show up under Shared queries

**NOTE** Once you share your query, you cannot edit it until you unshare it.

4.2.6.8 Filter Indicators

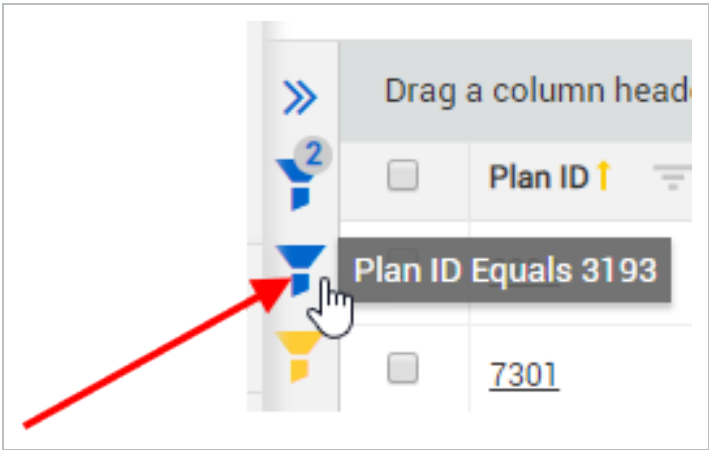
The number next to the top filter indicator shows how many queries have been applied.



An additional filter indicator displays in yellow for each filter applied.



You can hover over the indicator of each applied filter to see the filter name, and you can click on each indicator to remove them from being applied.



4.2.7 Error Indicators

4.2.7.9 Errors

Fields that appear in red indicate an error with information on the time card. Time cards with red error indicators cannot be sent to Payroll. Hovering over the X will give you the reason for the error, so you can correct information as needed.

| ID | Employee ID | Employee name                                           | Labor hours | Reason cc |
|----|-------------|---------------------------------------------------------|-------------|-----------|
|    | AllEmp      | AllEmp AllEmp                                           | 7           | 123       |
|    | AllEmp      | This employee is not currently assigned to this project |             |           |

4.2.7.10 Warnings

Fields in yellow indicate warnings. Time cards with warnings can still be sent to Payroll, but it is recommended to fix warnings to avoid possible confusion or issues with time cards. You can hover over the warning indicator symbol to see the reason for the warning, so you can make corrections.

|         |                                                                                   |                     |   |       |
|---------|-----------------------------------------------------------------------------------|---------------------|---|-------|
| WT21649 | 1259                                                                              | Rabbiyah Nannan-... | 2 | Test5 |
| WT21650 | This timecard may be a duplicate with another timecard for this date and employee |                     |   |       |

## 4.3 TIME CARD MANAGEMENT

### 4.3.1 Time Card Management Overview

As one who oversees payroll for the project, such as a Project Accountant or Business Manager, you will use the Time Center page to ensure that the time card entries you received from the Progress application contain the correct information before passing them on to your accounting system for processing payroll.

Prior to editing timecards in Time Center, your company will have already established options which should be available on your time cards, such as for unions, reason codes, allowances, and premiums, based on your payroll needs.

### 4.3.2 Time Card Review

Within the Time Center register, you can validate your time card data, reviewing each time card for issues, and resolving them as needed. Most issues are highlighted in red with an X, such as the Employee ID fields in the example below.

These Employee IDs may be invalid for reasons such as:

- They may not be assigned to this project
- May have an inactive status during this project

#### 4.3.2.1 Data Validation Errors

Below is a list of time card errors and their causes. Errors must be resolved before they can be sent to Payroll.

| Error                                    | Causes                                                                                                                                                                 |
|------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Invalid Work Order Number</b>         | Work Order status is not active and is assigned to the Equipment Repaired Number.<br>Work Order status is active and is not assigned to the Equipment Repaired Number. |
| <b>Invalid Equipment Repaired Number</b> | Equipment status is not active.<br>Equipment status is active, but not assigned to current project.                                                                    |
| <b>Invalid Allowances</b>                | Employee has an allowance assigned that is not valid for that                                                                                                          |

| Error                                                          | Causes                                                                                                                                                                                                                                                                                                        |
|----------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
|                                                                | type of employee or for the union it belongs to.                                                                                                                                                                                                                                                              |
| <b>Invalid Employees</b>                                       | <p>Time card date is not between the employee start and end dates.</p> <p>Employee status is not active.</p> <p>Employee status is set to not report time.</p> <p>Employee is not currently assigned to the project.</p> <p>Time card has an operated equipment reason code and the Employee ID is blank.</p> |
| <b>Invalid Equipment</b>                                       | <p>Equipment status is not active.</p> <p>Equipment is not assigned to the project.</p> <p>Employee reason code is "operated", but Equipment ID is blank.</p>                                                                                                                                                 |
| <b>Invalid Task ID</b>                                         | <p>Task is closed for either employees or equipment.</p> <p>The task is a TEMP (temporary) task.</p> <p>Cost code is not active.</p> <p>Cost code is a TEMP (temporary) cost code.</p> <p>Cost code is not active.</p>                                                                                        |
| <b>Invalid Labor Cost Type and Invalid Equipment Cost Type</b> | Cost Type value is not found in the list of available cost types for the Task ID.                                                                                                                                                                                                                             |
| <b>Invalid Reason Code - Maintenance Record</b>                | Reason code is something other than the AWK (Work) reason code.                                                                                                                                                                                                                                               |

Depending on the root cause of the error, you may need to make changes in:

- The Time Center register
- InEight Progress
- InEight Suite Administration
- Your payroll system

#### 4.3.2.2 Correcting Issues Outside of Time Center

The error message displayed below indicates that the “employee is not active for the selected plan date.”

Drag a column header and drop it here to group by that column

|  | Plan ID | Time card ID | Employee ID | Employee name       | Labor hours | R |
|--|---------|--------------|-------------|---------------------|-------------|---|
|  |         | WT21012      | 080808      | Srinivasan Krishnan | 1           | 1 |
|  |         | WT21071      | 545         |                     |             | 1 |

This means the employee was not contracted during the period of time of the project. The employee would need to be edited within Suite Administration (accessed from the 1<sup>st</sup> Level Menu from the project’s Home page), to be active during the date of the time card. Once corrected, this error would be removed.

4.3.2.3 Correcting Issues in Time Center

Many of the fields within Time Center are editable. Errors can therefore be corrected directly in Time Center. For example, perhaps a Reason Code is used on a time card that is associated with an allowance that is not available.

| Reason code | Task ID | Task description |
|-------------|---------|------------------|
| NRC         |         |                  |
| AWK         |         |                  |

You can edit the Reason Code, changing it to one with a valid allowance for the employee on the time card.

Note that a blue dot appears when any changes have been made prior to saving.

| Reason code |
|-------------|
| PLC         |

### 4.3.2.4 Other Time Card Adjustments

You may need to make time card adjustments, even when there is no error. For example, you may need to override the craft assignment of an employee. You can make this change in the Override Craft column of the time card.

+ × 📶
Cancel
Save
Send selected

📅 📅
Monday, April 16, 2018

| Time card ID | Employee ID | Employee name     | Notes | Trade description          | Override craft           | Override craft |
|--------------|-------------|-------------------|-------|----------------------------|--------------------------|----------------|
| ID125887     | 162769      | Rawle M Alexander |       |                            |                          |                |
| ID127643     | 1115800     | ✗ A Sam           |       | QC Coordinator/Inspecto... | 3QAP3                    | QA/QC Coord    |
| ID127647     | 1115800     | ✗ A Sam           |       |                            |                          |                |
| ID127656     | 1115800     | ✗ A Sam           |       |                            |                          |                |
| ID127687     | 0046        | ✗ Ajay Aj         |       |                            | AUTO.TECH - Automat...   |                |
| ID127690     | 0046        | ✗ Ajay Aj         |       |                            | Ledcortest - QA/QC C...  |                |
| ID127695     | 0046        | ✗ Ajay Aj         |       |                            | 3EQP3 - Equipment C...   |                |
| ID129094     | 1018552     | Nick v            |       |                            | 3QAP3 - QA/QC Coord...   |                |
| ID129098     | 1018552     | Nick v            |       |                            | 3FAB3 - Actg Admin CI... |                |
| ID129437     | 1144018     | Colin robert      |       |                            |                          |                |
| ID129439     | 1144018     | Colin robert      |       |                            |                          |                |

#### NOTE

For craft and trade overrides, the override craft or trade specified for the employee must pertain to the appropriate union, as assigned at the project level or as defined and imported from the ERP, otherwise there will be an error.

You can also assign or correct premiums. There are identified premiums (created at the project level) from which you can choose.

Cancel

Save

Send selected

NT

Monday, April 16, 2018

| Time card ID | Employee ID | Employee name     | Notes | Employer company | Premium 1     | Premium 2 | P |
|--------------|-------------|-------------------|-------|------------------|---------------|-----------|---|
| RD125887     | 162769      | Rawle M Alexander |       |                  |               |           |   |
| RD127643     | 1115800     | A Sam             |       |                  |               |           |   |
| RD127647     | 1115800     | A Sam             |       |                  |               |           |   |
| RD127656     | 1115800     | A Sam             |       |                  |               |           |   |
| RD127687     | 0046        | Ajay Aj           |       | Pk               | Enter Pre...  |           |   |
| RD127690     | 0046        | Ajay Aj           |       | Pk               | 14thMar18...  |           |   |
| RD127695     | 0046        | Ajay Aj           |       | Pk               | Act Premium   |           |   |
| RD129094     | 1018552     | Nick v            |       |                  | Add Premiu... |           |   |
| RD129098     | 1018552     | Nick v            |       |                  | Alloy Welding |           |   |
| RD129437     | 1144018     | Colin robert      |       |                  | Day/Night     |           |   |
| RD129439     | 1144018     | Colin robert      |       |                  | Extra Timings |           |   |
|              |             |                   |       |                  | First Aid     |           |   |

Do not confuse premiums with allowances (known as Extra Pay in the Progress application). Unlike premiums, allowances apply for the entire day.

4.3.3 Saving Changes

As you make changes, be sure to click **Save** in the upper right-hand corner to save your edits.

Cancel

Save

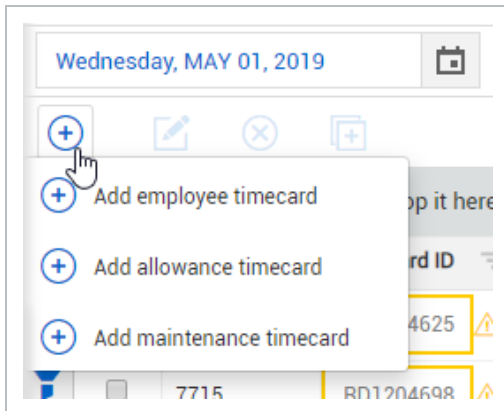
Send selected

Any changes made in Time Center will update automatically in the daily plans of the InEight Progress application.



## 4.3.4 Add Time Card

At times you may need to account for employee hours, allowances, or maintenance hours that were not captured in a daily plan or weekly timesheet. Perhaps they were missed, or you need to make a quick adjustment without going back to the InEight Progress application. You can add a new time card to record the hours by clicking the **Add time card** button and selecting the type of time card to add.



### NOTE

Until you save your changes, you will not be able to add or delete any time cards.

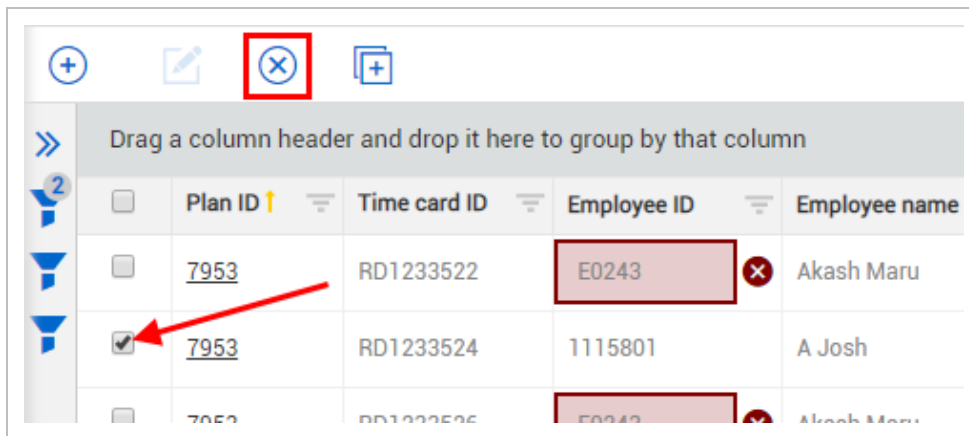
A slide out panel opens on the right to fill out and add the time card.

A screenshot of the 'Add employee timecard' slide-out panel. The panel has a title bar with a question mark and a close button. Below the title bar, there are three buttons: 'Cancel', 'Save', and 'Send selected'. The main content area is divided into two tabs: 'BY DAILY PLAN' (selected) and 'BY WEEKLY TIMESHEET'. Under the 'BY DAILY PLAN' tab, there are several input fields: 'Plan' (a dropdown menu with 'Select one' and a hint 'Type plan name or ID'), 'Employee' (a text input field with a hint 'Type employee name or ID'), 'Task' (a text input field with a hint 'Type task ID or description'), 'Reason code' (a dropdown menu with 'Select one'), 'Hours' (a text input field), 'Override craft' (a dropdown menu with 'Select one'), 'Uplift override' (a toggle switch), and 'Premiums' (a text input field with a hint 'Enter premium name; Select up to 6 premiums'). At the bottom of the panel, there are two buttons: 'Cancel' and 'Add'.

This same process is followed when you want to create time cards for allowances and maintenance.

### 4.3.5 Delete Time Card

To delete a time card, you check the row header check box of the time card and select the **Delete time card** button.



|                                     | Plan ID ↑ | Time card ID | Employee ID | Employee name |
|-------------------------------------|-----------|--------------|-------------|---------------|
| <input type="checkbox"/>            | 7953      | RD1233522    | E0243       | Akash Maru    |
| <input checked="" type="checkbox"/> | 7953      | RD1233524    | 1115801     | A Josh        |
| <input type="checkbox"/>            | 7953      | RD1233525    | E0243       | Akash Maru    |

### 4.3.6 Reallocate Time Cards

You can move Weekly time sheet time cards from one project to another project. To move time cards to another project, you must first create a query that includes all time cards you want to reallocate. After you create the query, click **Time card reallocation** in the upper right of the page. In the slide-out panel, select the query and the start and end dates of all the time cards you want to move. You must then enter the new project ID. You can also move all time cards to a new task in the new project.

**NOTE** If you leave the Old task field blank, you can reallocate all selected time cards to one new task. This is a many-to-one reallocation. If you select a task in the Old task field, only time cards with that task are reallocated. To do a many-to-many reallocation, you must perform multiple reallocations.

CancelSaveSend selected

Time card reallocation

Time card reallocation

Query

Select one

Start date

Monday, March 15, 2021

End date

Monday, March 15, 2021

Project ID

Old task

New task

Cancel

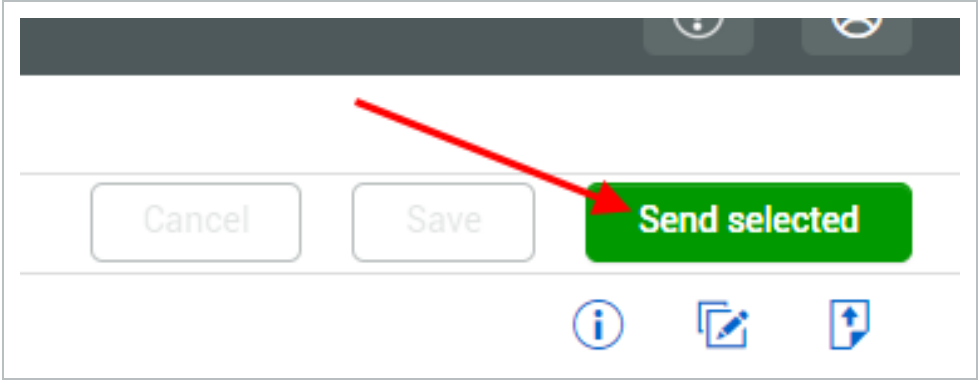
Start

4.3.7 Submit to Payroll

Once all the time cards are reviewed and issues resolved, you can either select the time cards individually or check the box to select all time cards.

| <input checked="" type="checkbox"/> | Plan ID ↑ | Time card ID | Employee ID | Employee name |
|-------------------------------------|-----------|--------------|-------------|---------------|
| <input checked="" type="checkbox"/> | 7953      | RD1230708    | 10429508    | Allen Robert  |
| <input checked="" type="checkbox"/> | 7953      | RD1230720    | 10429508    | Allen Robert  |
| <input checked="" type="checkbox"/> | 7953      | RD1230751    | 10429508    | Allen Robert  |

With the time cards selected, click the **Send Selected** button.



This sends the selected time cards to your Payroll system.

4.3.7.5 Integration Validation

The system will validate the information to make sure there are no errors.

- If there are errors, that time card will not be sent
- If there are no errors, the records are put in queue and sent to your ERP system to be processed for payroll

Once processed, you will get back a result from Payroll indicating whether it succeeded or failed. If successful, the Integration status updates to **Sent – current**.

|                          | Plan ID              | Time card ID | Employee ID | Employee name | Labor hours | Integration status | Pla |
|--------------------------|----------------------|--------------|-------------|---------------|-------------|--------------------|-----|
| <input type="checkbox"/> | <a href="#">7301</a> | PI12548      | 040404      | Ajay Ananthan | 0           | Sent - current     | Ap  |
| <input type="checkbox"/> | <a href="#">7301</a> | RD1176628    | 1115801     | A Josh        | 1           | Sent - current     | Ap  |

## Lesson 4 Review

1. What is ONE of the purposes of Time Center?
  - a. Record daily timesheets in the field
  - b. Input weekly timesheets into the system
  - c. Edit and correct timecard errors before sending them to Payroll
  - d. Create daily plans for the next day's work

---
2. Which of the following can you do with columns on the Time Center register to drill in on your timecard data? (Select all that apply.)
  - a. Hide
  - b. Move
  - c. Delete
  - d. Sort
  - e. Group
  - f. Filter

---
3. Fields highlighted in red in the Time Center register signify what?
  - a. A warning indicator, recommending that the issue be fixed
  - b. An error indicator that must be resolved before sending to Payroll
  - c. A duplicate timecard
  - d. A tag indicator used for filtering

---
4. What would you select to submit selected timecards to Payroll?
  - a. Select **Submit to payroll** from the Actions menu
  - b. Right click on the selected timecards and select **Submit to payroll**
  - c. Click the **Save** button
  - d. Click the **Send selected** button

---

## Lesson 4 Summary

As a result of this lesson, you can:

- Navigate the Time Center module
- Create, edit, and send timecards