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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.

Ξ බ Demo Project   09062021 / Project home						@ 4	2 <sup>9</sup> © ©
Ō	€ Links	Control		Quantity tra	cking		
Add project image	Organization	Manage budgets and fored	casts	Build compo	onents and docu	ment quantit	ties
Minimum of 540px x 360px Demo Project   09062021	Project		Launch				Launch
Contract Bid packages	. (+)	(a) Work packaging		🛞 Daily plann	ng		
Contracts		Group work into plans and	packages	Assign task	s for your crew		
Change			Launch				Launch
Report	📮 Project notes	Contracts		Supporting	documents		
Explore     Dashboards		Status	Count	In approval	Rejected	Expiring	
API documentation		Executed Non-executed	0	0	0	0	۲
xtensions		In approval	0				G
ling oject home	Settings	Rejected	0	Bid packag	25		
roject details	Project and application settings			Awarded	Unawarded		
ettings				0	0		
orkflows		nage settings	۲	Ŭ	0		۲
signed users							
signed contacts	<ul> <li>Project contract summary</li> </ul>	<ul> <li>Change milestones</li> </ul>		Change sta	tus		
ling classes erational rate codes	Actual values	Schedule Date Cale	endar days	Closed	Process Active		
ssigned operational resources	Original project value	\$0.00 Contract date		Issue			
ssigned disciplines and commodities		. Date project started					

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

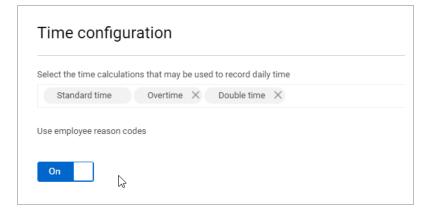
三 命 Demo Project   0906202	21 / Sett	ings
SETTINGS	«	
💿 General		
🛞 Design		
📀 Control		
() Plan		
Progress		
(1) Capital		
(6) Contract		
🖉 Change		
( Compliance		

- 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.

General	Time configuration Roles Sign-out Notes Reporting
	General
	Week start day
	Tuesday 🗸
	Show existing plans for up to how many days in the past in Progress
	10 -
	Employee and equipment linking Premiums
	On 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**.



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

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	On	Yes	Double time	$\Theta$	^
37	OT-mainteance	OT-mainteance	Maintenance	Overtime	On	Yes	OT-mainteance	$\overline{}$	
38	DT-Maintenance	DT-Maintenance	Maintenance	Double time	On	Yes	DT-Maintenance	$\overline{}$	
39	ST-Maintenance	ST-Maintenance	Maintenance	Standard time	On	Yes	ST-Maintenance	$\Theta$	
40	Standard time	Standard time	Labor	Standard time	On	Yes	Standard time	$\Theta$	

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	$\overline{}$	
03		Night	Labor	Yes	Nuit	$\overline{}$	
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.

<sup>ad</sup> 奈 (Plans		Th	2:21 PM JR TEST ursday, September 20,	2018	<b>G</b> (	* 73% <b>•</b> i) ?
In Planning	Timesheet	Quantities	Notes/Issues	Productivity	Sign out	Submit
Image: Control of the second secon	e 1006 Bolted Connections		Holes/Issues		olgnout	CUDIIII
John Walsh Jr 00376348 MH: 0						
<b>Ø</b> Joseph Kelly 00386639 MH: 0						
Kenneth Moore 00012238 MH: 0						
Troy Brown 00342546 MH: 0						
● GROVE-RT880E 137793 ● EQ: 0						
Reorder						

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

2. Select the tile next to an employee.

d <del>≎</del> Plans		Th	2:21 PM JR TEST ursday, September 20, 3	2018	(h) (h)	* 73% <b>•</b> 1) ?
n Planning						
Overview Tasks & resources Clear hours	Timesheet 1006 Bolted Connections MH: EQ:	Quantities	Notes/Issues	Productivity	Sign out	Submit
John Walsh Jr     00376348     MH: 0						
Joseph Kelly     00386639     MH: 0						
Kenneth Moore 00012238 MH: 0						
Troy Brown 00342546 MH: 0						
<b>≌ GROVE-RT880E</b> 137793 ■ EQ: 0						
Reorder						

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

Planning			VVE	dnesday, De	cember (	)2, 2020	,			<b>G</b>	) 📀 (	? େ ≡
		Overview	Timesheet	Notes	/Issues	S	ign in	/Sign o	ut			Submit
•	+ Maintenance	0018200.102 0018200 JB L										
Tasks & resources	Cancel		Labor hours		De	one						
A Josh Descrip 111580 MH: 0	Employee:		- 0018200 JB LABO osh - T/C Description		IPMENT			1	2	3	$\overline{\times}$	
17 Ford	Work No premiums a	-			0	$\otimes$						
R45372 EQ: 0	Operate Equ No premiums a				0	$\otimes$		4	5	6	-	
	Vacation No premiums a	ssigned			0	$\otimes$		7	•			
	+			Clear al	l hours			/	8	9		
								(	C			
	O Apply ho	ours to d employees	O Apply for the	nours to all task	employ	ees			25 .!	50 .	75	
	Total labor	hours		D								

- 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

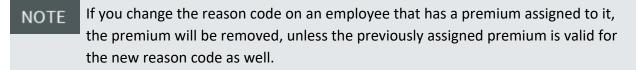
Cancel	Reason codes	Done
Q Search		
Work		
Operate Equipment		
Vacation		

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

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

Employee: 1115801 Work	- A Josh - T/C Description			1	2	3	$\bigotimes$
No premiums assigned Operate Equipment No premiums assigned	0			4	5	6	-
Vacation No premiums assigned				7	8	9	
(+)		Clear al	ll hours	(	D	•	
<ul> <li>Apply hours to selected employe</li> </ul>			employees		25 .5	50 .	75

- 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.



## **1.3 EMPLOYEE EQUIPMENT LINKING**

### Scenario

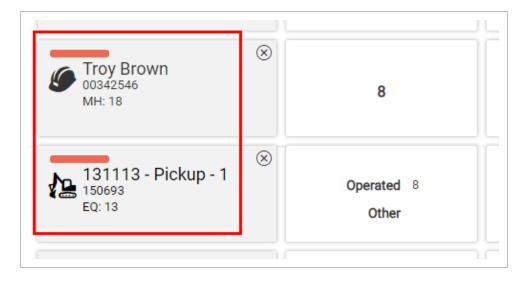
You are the field engineer responsible for tracking what employee has been operating specific equipment and for how long. You can link the employee to equipment in the daily plan and input the hours they were operating vs labor.

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.

Operate Nichols, E	4 🐣 🛞
$(\mathbf{+})$	Clear all hours
Planned hours:	0
Planned hours:	0

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



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

d 🗢 ( Plans			2:12 PM Iral Crew 08-29-1 day, August 29, 2019		ſa (t) 🤅	□ * 61% ■ ) ?
n Planning  Overview	Timesheet	Quantities	Notes/Issues	Productivity	Sign out	Submit
Tasks & resources	1005 Erect Steel - Light MH:10 EQ:5	1006 Bolted Connection MH:3 EQ:3	s			Reorder
Conlin Connolly 00000002 MH: 8	5	3				
Darrel P. Lewis 00240370 MH: 5	• 5					
Crove-RT880E Crane	Opt 5	Opt 3				

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.

Plans			N	Structural crew Aonday, February 01, 20	121	<b>b d</b>	) ? ℃ ≡
n Planning	-	Overview	Timesheet	Notes/Issues	Sign in/Sign out		Submit
+ Tasks & resources	+ Mainten	ance 00000000 Erect steel	•				
John Do 000000 MH: 0		•					
Crane 0000000 EQ: 0	00	o					
↓A							

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

Plans		Мс	Structural crew onday, February 01, 202	21	6 🗇 🖉	)?? ⊂ ≡
n Planning						
	Overview	Timesheet	Notes/Issues	Sign in/Sign out		Submit
Tasks & resources         Clear hours	00000000 Erect steel MH: EQ:	C				Possedar
<ul> <li>John Doe</li> <li>000000000</li> <li>MH: 0</li> </ul>						
• Crane 00000000						

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

Cancel	Labor hours	Done					
Task: 00000000 - Ere Employee: 00000000			1	2	3	$\boxtimes$	
Labor No premiums assigned 00000000 - Crane	4		4	5	6	-	
(+)	Cle	ar all hours	7	8	9		
			(			►	
Apply hours to selected employed		o all employees	.2	25 .5	50 .7	75	
Total labor hours	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

:15 AM Mon Feb 1	_	Мо	Structural crew nday, February 01, 202	21	<b>G</b>	≈75% <b>=</b> ② ③ 근 <b>=</b>
	Overview	Timesheet	Notes/Issues	Sign in/Sign out		Submit
Tasks & Clear hours	00000000 Erect steel MH:4 EQ:4	•				Reorder
<ul> <li>John Doe</li> <li>00000000</li> <li>MH: 4</li> </ul>	OT: 4					
Crane 00000000 • EQ: 4	Operated: 4					
↓ A Z Reord	er					



## 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 re	cord daily time
Standard time Overtime X Dou	uble time 🗙
Use employee reason codes	Display maintenance in Daily Planning
Off	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 mobile 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.

ō	🖉 Links	📀 Control	② Quantity tracking
Add project image Minimum of 540px x 360px Demo Project   09052021	Organization Project	Manage budgets and forecasts	Build components and document quantities
Plan  Quantity tracking Work packaging	$(\neq)$	<ul> <li>Work packaging</li> <li>Group work into plans and packages</li> </ul>	<ul> <li>Daily planning</li> <li>Assign tasks for your crew</li> </ul>
Progress Daily planning		Launch	Launch

- 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.

					OVERVIEW	DETAILS	TIME SHEE
dd tasks and resources	Add maint     Clear hour	chanoe	1005 Erect Steel - Light MH: 32 EC	8			
John 0037634 MH: 8	Walsh Jr 48	⊗	8				
Kenne 000122: MH: 8	ath Moore	$\otimes$	8				
Josep 0038665 МН: 8	h Kelly	8	8				
Troy E 0034254 МН: 8	Brown 46	8	8				
GROV 137793 EQ: 8	E-RT880E	$\otimes$	Operated 4 Other 4				

- 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

Add maintenance		
BY WORK ORDERS BY COST CODE		
Enter equipment ID or description	Q	

- 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.

BY WORK ORDERS BY COST CODE				
1	Q	Enter wo	rk order or maintenance component	
Select from equipment below			Work orders	Maintenance components
137793 - GROVE-RT880E	A	+	4051418 - Mounted Tank 1Y Ce	540 - Undercarriage Or Tires
150693 - 131113 - Pickup - 1/2 Ton				540 - Undercarriage Or Tires

7. Click the + to add the work order.

dd maintenance				
BY WORK ORDERS BY COST CODE				
1	Q	Enter wor	k order or maintenance component	
Select from equipment below			Work orders	Maintenance components
137793 - GROVE-RT880E	^	+	4051418 - Mounted Tank 1Y Cert	540 - Undercarriage Or Tires
150693 - 131113 - Pickup - 1/2 Ton				
152687 - Rental - Manlift - 150' - 1500SJ		(+)	5056209 - 82 - 6M Fire Suppres	540 - Undercarriage Or Tires

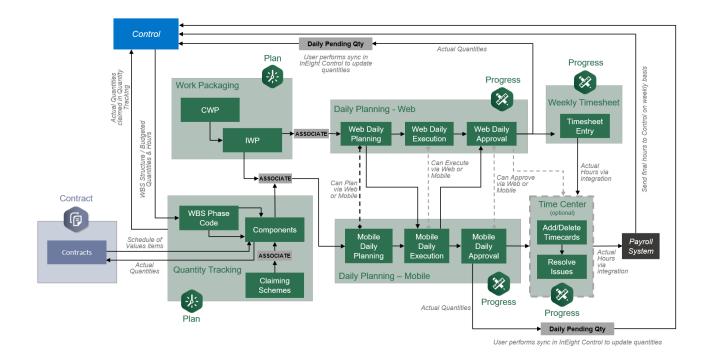
• Notice that the work order shows displays in the Time Sheet tab. The colors are inverted from the task code blocks

- 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

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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.

My time sheet	(a) Copy timecards from previous week WEEK 3.AUGUST 14 - 20, 2018
	My time sheet
(+) Manage team members	

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

Emplo	oyee									
	Project ID	Project name	Reason code	Reason code des	scription	Task ID		Task description	ı	Plan ID
							No da	ta available on (	current grid.	
Total:										
Allow	ances									
	Project ID	Project name	Reason code	Reason code des	scription					Plan ID
							No da	ta available on (	current grid.	
Total:										
Equip	ment									
	Project ID	Project name	Reason co	Reason code descr	Equipment	Equipment descrip	Task ID		Task description	Plan ID
							No da	ta 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

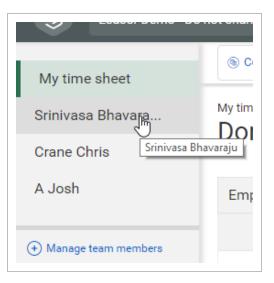
1. From the Weekly time sheet page, select + Manage team members.

My time sheet	(6) Copy timecards from previous week WEEK 2.SEPTEMBER 4 - 10, 2018
(+) Manage team members	My time sheet
0	

- 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.

Manage team members Available team members from project			Selected team members from p	roject		
Search	Q		Search		Q	
A Josh (1115801) A Sam (1115800) Ajay Aj (000054) Ajay Armedilla (1112170) Allen rio (1042950) Anushree R (E0288) Aruna Kumar (E0410) bb tester (bb) Brennan Baker (1091416) Colin robert (1144018) Crane Chris (562209) Den Champer (763247) Devon paul (1136146)	~	1	Srinivasa Bhavaraju (SriniB) Crane Chris (562209) A Josh (1115801)		*	<b>↑</b> ↓
				Cancel	Save	2

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.

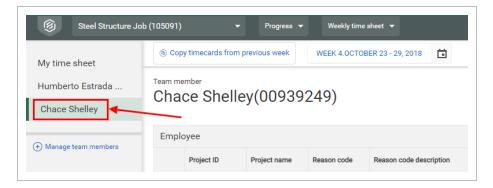
My time sh Mich	ael Thorp(1248	3)								Displa	ıy: 🔽	T Allowan	otal Empl		52
Employ	ree													(	÷
on code	Reason code description	Task ID	Task description	Plan ID	Notes	Mon 22	Tue 23	Wed 24	Thu 25	Fri 26	Sat 27	Sun 28	Total		
SON	Reason1	25062018.001_ES.01	With def L & E	7668					8				8	$\otimes$	•
	Operate Equipment	25062018.001_ES.01	With def L & E	7668	<b>P</b>				4				4	$\otimes$	1
	Work	25062018.1234.890	DE Task		围	8	8	8	8	8			40	$\otimes$	
4						8	8	8	20	8	0	0	52		•

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.



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

Total Employee Hours         Display:       Allowances       Equipment         Tue       Wed       Thu       Fri       Sat       Sun       Mon       Total		L	Cance		Save		Sena	to Payroli
Display: ♥ Allowances ♥ Equipment           Tue         Wed         Thu         Fri         Sat         Sun         Mon         Total							Total Em	•
				Dis	play:	Allowa	nces 💽	•
								+
A	Tue 23						Total	
*								* •

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

		Display:	Allowances	VE	quipment
					$\odot$
	Project	Reeson codes			
c	1234 <mark>5</mark> 6 · Steel Structures 🖛				0

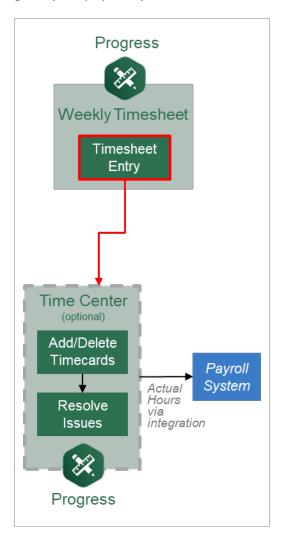
- 4. Selet a **Reason code** from the drop-down menu.
- 5. Enter that employee's time wherever necessary.

Task ID Task description Plan ID Notes Sun Mon 23 24	-				
28 24	Tue 25	Wed 26	Thu 27	Fri 28	Se 29
123456.295116.888) * Unallocated Costs 🚍 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**.

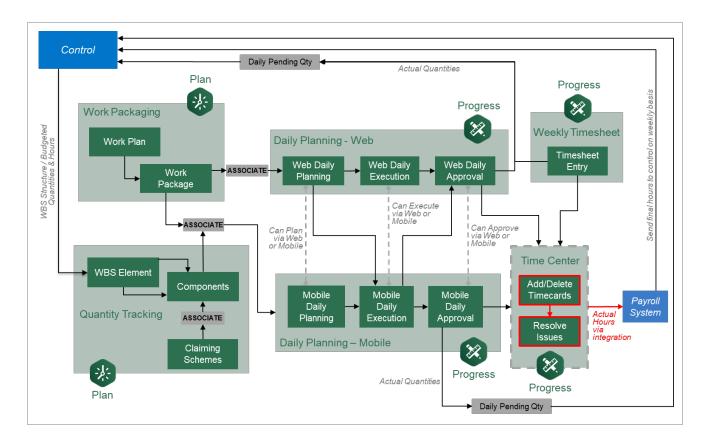
Cancel	Save	Submit all hours
	Total	Employee Hours
Display:	Allowances	Equipment

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.

Veekly time sheet	Copy time	cards from previou	is week	WEEK
100 Tan	09092021		121	sh
	09092021		121	sh
	666666		121	sh
and these	666666		121	sh
Manage team members	666666		121	sh
	4			
	Total:			
	Allowance	s		
	Project ID	Project name	Reason code	Re
	4			
	Total:			
	Equipment			
	Project ID	Project name	Reason co	Reaso
	666666		OPT	Opera
	4			
	Total:			
		sheet history a	ind commer	nts
	Time sheet appr	oved.		



## 4.1 INEIGHT PROGRESS WORKFLOW - TIME CENTER

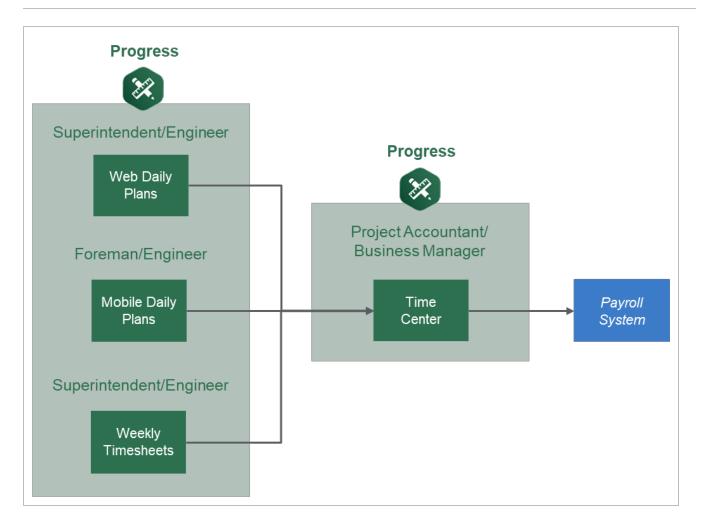


## 4.2 TIME CENTER NAVIGATION

## 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

NOTE

To access projects in Timecenter the project setting <u>Use Employee Reason Codes</u> must be toggled on. This setting is required prior to creating daily plans and cannot be changed once daily plans are created.

The Progress time center will show as a sub-level menu option under the account level.

You need to have organization or account access to see the sub-level option for Time center.

nd		
< Ba	ck	
S100	000 - PKS Inc	*
	Model	
3	Schedule	
3	Estimate	
8	Progress	^
	Time center	
0	Capital	
٢	Contract	
(2)	Compliance	
E	Completions	
ORG	ANIZATION SETTINGS	
Organ	ization home	
Settin	gs	
Assig	ned users	
Assig	ned projects	

This option requires level 2 or 3 administrator levels. To set the correct administrator level, Go to Suite administration > Roles and permissions, and then click the Add role icon.

Under Role details, the Administrator level field includes a drop-down menu.

Carcel Save						
				Role details		
				noie details		
		* Administrator level	Description			
	8		Inst	Rule Seat		
		Level 0 - Base				
		Level 1 - Project Admin		Permissions		
		Level 2 - Organization Admin		remissions		
		Level 3 - Account Admin				
^			Suite administration			
		Level 3 - Account Admin		Suite administration		

The administrator level can be set and saved only once for every new role.

## **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 a custom date range or from a predefined calendar.
3	Toolbar	Add, edit, delete or copy time cards using the toolbar on the left. 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 in progress, time cards not sent, time cards sent, or all time cards. 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.
6	Time card register	Contains rows and columns that house all time card data imported from daily plans and weekly timesheets.
7	View	Views can be saved, removed, and shared with users and roles. Permissions are required for Time Center access.

sues	2 EMPLOYEES 1 EQUIPMENT	0
	🔁 Custom Range 🔻 Sunday, January 1, 2023 🛱 🕈 Sunday, January 1, 2023 🛱 All projects 🔻	View: 1(1)(1)
Progress	🕑 🛞 🗄 🕕 🍘 Time card reallocation 🔯 🎁 😵 😵 😵 😵 😵 🚯 Cancel	Save Send Selected
ot sent (2)	Pirga a column header and drop it here to group by that column	
nt	y 🗅 Pfan ID = Time card = Employe = Labor hours = Employee name = Labor hour t = Reason code = Task ID = Task description = Date = Integration status	Plan sta Labor cost typ
(2)	There are no timecards found for the specified criteria     6	
Add new query		
w all results		
Queries		
	Employee total 0 Employee hour totals 0 Filtered time cards 0 Selected time cards 0	

## 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
Plan Status	No	Yes	Yes
Daily Plan name	No	Yes	Yes
Date	No	Yes	No
Approver 1 ID	Automatic	Yes	Yes

Column	Editable in Time Center?	Sortable?	Filterable?
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
Trade description	No	No	Yes
Employee Fields (Continued)			
Craft ID	No	No	Yes
Craft description	No	No	Yes

Column	Editable in Time Center?	Sortable?	Filterable?
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
Equipment cost type	Yes	No	No
Notes	Yes	Yes	No
Version number	No	No	No
Equipment Fields			

#### 4.2 Time Center Navigation

Column	Editable in Time Center?	Sortable?	Filterable?
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 1
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 1 📼	Employee ID 📃	Employee name	Labor hours الم	Reason
<u>8780</u>	RD1279230	10429508	Allen Bebert	Filter	▶ IRM
<u>8916</u>	RD1281743	10429508	Allen Robert	🔒 Lock	۲۰
<u>8929</u>	RD1281944 🕂	1259	Rabbiyah Nannan-	🕒 Unlock	
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	\Xi Reason code \Xi Task I	D
Allen Robert	<b>—</b> Filter	Show items with value the	at:
Allen Robert	🔒 Lock	Contains	<b>1</b>
Rabbiyah Nannan-	🕒 🕒 Unlock	Robert	
Divya Bhuvarahan		1 Of And 👻	
Rabbiyah Nannan-		2 Of Contains	•
Divya Bhuvarahan		1 01	
Rabbiyah Nannan-		1 Pt Clear	Filter
Divya Bhuvarahan		1 RE	Filler

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.

Ŧ	Date	Ŧ	Integration sta
	5/4/2019		Not sent
	C ( ( 0010		

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

Daily plan name	🔫 Union code 🛛 📼	Premium 1 😇 Premium 2 😇 Premium
Naz plan	= Filter	Show items with value that:
Naz plan	🔒 Lock	Contains -
Naz plan	🕒 Unlock	plan
Naz plan	7801AB	And 👻
Naz plan	7801AB	Contains 🗸
Naz plan	7801AB	
Naz plan	7801AB	Clear
Naz plan	7801AB	

#### 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.

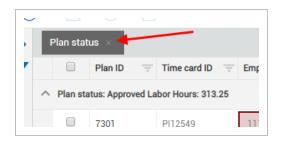
To group by a column, click on the column's header and drag it into the grey area just above the column headers.

·	· .		4.1.1						
	Drag	a column heade	er and drop it here to	o group by that colur	nn		+ FNan statu		
7		Plan ID 👘	Time card ID 🏌 😇	Employee ID	Employee name	Labor hours	ntegration status	Plan status 🗦	Labor cost type
		<u>7301</u>	PI12549	1115801	A Josh		) Failed	Approved	
		7052	014006	1115001	A loch		lat cent	Approved	1040

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 stat	us ×						
•		Plan ID	Time card ID	Employee ID	Employee name	Labor hours	Reason code	🐨 Ta
	^ Plan sta	tus: Approved	Labor Hours: 313.25					
		<u>7301</u>	PI12549	1115801	A Josh		NRC	⊗
		<u>7953</u>	PI14226	1115801	A Josh		Premium	8 25
		<u>7953</u>	PI14227	040404	Ajay Ananthan		Premium	8

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



The column will return to its placement within the register.

#### 4.2.2.8 Project groups

You can view one or more projects at a time in a single grid of data with the project groups option.

Go to Progress Time center, and then click on the drop-down menu labeled **Select project group**. You can select previously saved groups, and edit or add a new project group.

					E	MPLOYEES		EQUIPMENT		
ssues		Sunday, February	19, 2023	a 😁	Select project	t group	Ŧ		View: Default	*
Not sent	0	0 0	0 .	Time card reall	ocation 🕼	D D	< Find Previous			incel Save
Sent	>	Drag a column h	weader and drop	it here to group b	y that column					Send Selected
All	•	O Plan ID	Times	ard	ploye	Employee name	Labor hours	Reason code	Labor hour t	Task
							There are no timecards f	found for the specified or	iteria	
Add new query										
View all results										
fy Queries										
hared Queries	~									

To add a new group, name the new project group, and then select from the available projects or organizations.

New project group name	9						
	-						
AVAILABLE PROJECTS	AVAILABLE ORGANIZATION		My	selected proje	cts for time (	enter	
Search							
Enterprise Solutions   110	138	<u>^</u>					
Document Control and Bu	siness Collaboration   1	•	F				
KIE-Canon City Street DB	improvement   103434						
Franklin WRF Modification	s and Expansion Proje						
24th Street WTP Rehab 20	17-CMAR   103924						
2019 SC Industrial Mainter	nance   103963	-					

If your resources go across projects, this helps to check employees assigned to multiple projects on a single page instead of checking each project individually.

(10)						EMPLOYEES		EQUIPMENT			
ssues (30) 🛛 😐 😳		Sunday	February 19, 20	23	Group Test		w		View; De	fault	*
Not sent (24)	0	a a		Time card	reallocation 5	a Di 🗔		Find Next >		Cancel Sa	
Sent	>		a column header	and drop it here to g						Send Select	~
All (46) 🛛 😕 😳	7	0	Plan ID	Time card	Employe	Employee name	Labor hours	Reason code	Labor hour t_	Task ID	Task
		0	2024616	RD11202001	12345	Emp Union Emp Union	2.25	LOT	Overtime	PGMOBILE1002.09901.TA:	Prog
Add new query			2024616	RD11201999	12345	Emp Union Emp Union	4.5	LST1	Standard time	PGMOBILE1002.09901.TA:	Prog
View all results			2024616	RD11202016	12345	Emp Union Emp Union	3.25	LDT	Double time	0000	test
Ay Queries	1		2024616	RD11202014	12345	Emp Union Emp Union	2	LST1	Standard time	0000	test
hared Queries 🗸		0	2024615	RD11202005	000007	Empb2F Empb2L	5	LDT	Double time	PGMOBILE1002.09901.TA:	Prog
		0	2024616	R011202003	000007	Empb2F Empb2L	8.25	LST1	Standard time	PGMOBILE1002.09901.TA:	Prog
		0	2024616	R011202012	EMployee-KWT-0	slade willson	4.25	LST1	Standard time	PGMOBILE1002.09901.TA:	Prog
		, n	1014212	0011303033	Ethelauna PWT /	elada ailfean K	0.6	1.07	Possibile times		
		E	Employee total 1	0 Employee ho	r totals 211.25	Time card total 30					

You can still work with a single project. The option to create groups has been added as a quicker work flow option.

NOTE Sav

Saved views will migrate while working with groups.

## 4.2.2.9 Unique budget code segments

You can populate budget segments to show a unique code label. Unique budget code segments contain additional options to identify a cost item using four independent fields that are separated by periods. When you configure unique budget codes at the organization level (All projects & organizations > Edit organization) the segment numbers are matched with the corresponding columns in Time Center.

Budget code Using unique budget code?	All projects & organizations           All projects & organizations           All projects & organizations	ation			QA-T01-23.6	⑦     ↓     ↓     ●     Ⅲ       Cancel     Save		
Segment 1 Segment 2 Segment 3 Segment 4 Other (String) Project Cost center Other (String) Other	-						Î	
Please specify name     Issues     Not Sent     Sent and Sent and Sent and Sent Athene Supply that color     Image: Sent Athene Sent and Sent Athene Sent and Sent Athene	s	egment 1	Segment 2		• 😑			
23 InEight Inc.   <u>Privacy Statement</u>   <u>Terms &amp; Conditions</u>   <u>vi</u> O Add mer query Ver all results	P		Not sent Sent	Wednesday, June 28, 2023         Image: Control of the second	C D	< Find Previo	us Find Next >	Cancel Save Send Selecte
	2023 InEight Inc.   <u>Privacy Statement</u>   <u>Te</u>	rms & Conditions   v.	Add new query View all results	Y Den ID Time card Time Card	Segment 2 - Project	Segment 3 - Cost center Seg	ment 4 - Test123 Shift	. Approver 1 name Approver 1 no

# 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.

	Plan ID	Plan status 👘	Time card ID.1. 👻	Employee ID		Employee name	Notes
	<u>16202</u>	Approved	RD127687	0046	8	Ajay Aj	
	16202	Approved	RD127690	0046	8	Ajay Aj	
	16202	Approved	RD127695	0046	8	Ajay Aj	
	<u>16303</u>	Approved	RD129094	1018552		Nick v	
	<u>16303</u>	Approved	RD129098	1018552		Nick v	
	<u>16321</u>	Awaiting Appr	RD129437	1144018		Colin robert	
	16321	Awaiting Appr	RD129439	1144018		Colin robert	
_	16001	Auroiting Amer	DD120440	1144010		Colin robort	

## 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.

W	ednesday, M/	AY 01, 20	19		<u>+</u>
÷	) 🛛 🗹	$\otimes$	(+		
»	Drag a col	umn hea	der and d	rop it here	to group by th
	Pla	n ID 📑	Time	ard ID 🕇 🗔	Employee ID

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

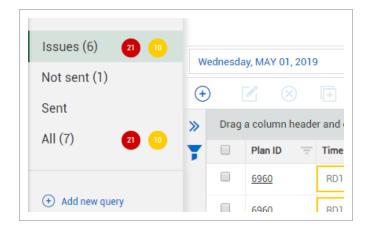
Wednesday, M	AY 01, 2019	

## 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
- In Progress Time cards in a processing status before sending to Payroll.
- Not sent Filters to time cards that have an Integration status of Not sent.
- 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)

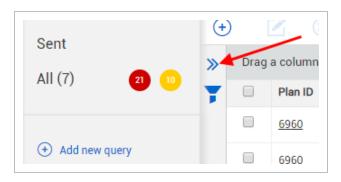


## 4.2.6 Query Builder

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.

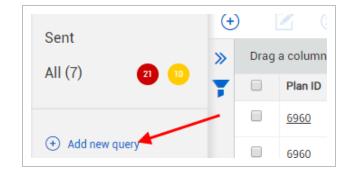
## 4.2 Step by Step 1 — Create a Query

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.

Query buil	der	
Plan ID Filte	er	
	Column	Operator

- 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.

Plan ID Filter	•		⊗ 🖻

• The query will now show up under Shared queries

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

When granted level 2 or 3 permission and the Removed shared queries permission is enabled, a user can unshare a shared query, removing from the shared list for all users.

#### 4.2.6.10 Filter Indicators

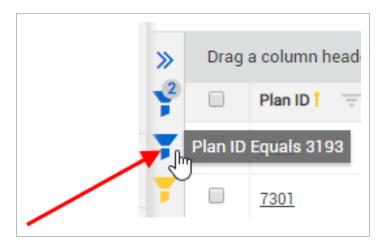
The number next to the top filter indicator shows how many queries have been applied.



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



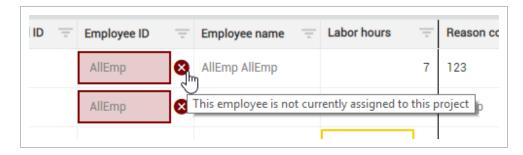
You can hover over the indicator of each applied filter to see the filter name, and you can click on each indicator to remove them from being applied.



# 4.2.7 Error Indicators

#### 4.2.7.11 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.



## 4.2.7.12 Warnings

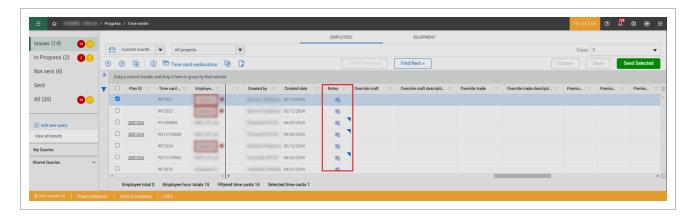
Fields in yellow indicate warnings. Time cards with warnings can still be sent to Payroll, but it is recommended to fix warnings to avoid possible confusion or issues with time cards. You can hover over the warning indicator symbol to see the reason for the warning, so you can make corrections.

WT21649	4	1259	Rabbiyah Nannan	2	Test5
WT21650	T	his timecard may be a	duplicate with another ti	mecard for this date an	d employee

## 4.2.8 Edit notes

You can edit notes originating in the Weekly Time Sheet or Global Time Center.

In the Time card register, under the Notes column, click the Edit note icon. .



The Notes dialog box will open where you can add or edit details.

Last edited: Tuesday, April	I 2, 2024 5:23 AM	Pasarb.Ph.Psgnd	
		L.	
Tags			
Allowance - SS extrapa	ay2 ×		
Associations			
EMP_GTC_06 EMPLC	YEE6 GTC6 ×		
Photos			
No photos available			
Last edited: Tuesday, April	I 2, 2024 5:23 AM	Passath Ph.Ph.gold	
SS - extrapay1 paid -			

In the Photos section, you can click the photo to preview, and a larger version of the photo shows. You can right-click on the photo to download or delete it.

# 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
Invalid Work Order Number	Work Order status is not active and is assigned to the Equipment Repaired Number. Work Order status is active and is not assigned to the Equipment Repaired Number.
Invalid Equipment Repaired Number	Equipment status is not active. Equipment status is active, but not assigned to current project.
Invalid Allowances	Employee has an allowance assigned that is not valid for that type of employee or for the union it belongs to.
Invalid Employees	Time card date is not between the employee start and end dates. Employee status is not active. Employee status is set to not report time. Employee is not currently assigned to the project. Time card has an operated equipment reason code and the Employee ID is blank.

Error	Causes
Invalid Equipment	Equipment status is not active. Equipment is not assigned to the project. Employee reason code is "operated", but Equipment ID is blank.
Invalid Task ID	Task is closed for either employees or equipment. The task is a TEMP (temporary) task. Cost code is not active. Cost code is a TEMP (temporary) cost code. Cost code is not active.
Invalid Labor Cost Type and Invalid Equipment Cost Type	Cost Type value is not found in the list of available cost types for the Task ID.
Invalid Reason Code - Maintenance Record	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."



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	\Xi Task ID	Task description
NRC	8	
AWK	This allowance is no	ot valid for the employee and/or union

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.



#### 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.

١T	Monday, April 16, 2	2018 🛱 🛱				
Time card ID 1	Employee ID	Employee name Votes		ride trade description	Override craft	Override craf
RD125887	162769	Rawle M Alexander				
{D127643	1115800	🗴 A Sam		C Coordinator/Inspecto	3QAP3	QA/QC Coord
{D127647	1115800	🗴 A Sam				
RD127656	1115800	😵 A Sam			-	e e
RD127687	0046	🗴 Ajay Aj			AUTO.TECH - Automat	
D127690	0046	😣 Ajay Aj			Ledcortest - QA/QC C	
D127695	0046	🗴 Ajay Aj			3EQP3 - Equipment C 3QAP3 - QA/QC Coord	
RD129094	1018552	Nick v			3FAB3 - Actg Admin Cl	
{D129098	1018552	Nick v				
D129437	1144018	Colin robert				
{D129439	1144018	Colin robert				
0100440	1144010	0.0	_			

# 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.

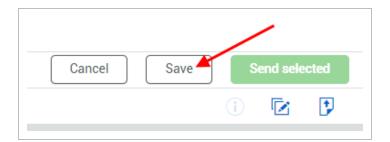
You can also assign or correct premiums. There are identified premiums (created at the project level) from which you can choose.

NT	Мо	nday, April 16, 201	18 🗂 🛱		
fime 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 Day/Night
RD129437		1144018	Colin robert		Extra Timings
RD129439		1144018	Colin robert		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

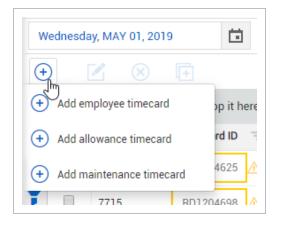
As you make changes, be sure to click **Save** in the upper right-hand corner to save your edits.



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.



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.

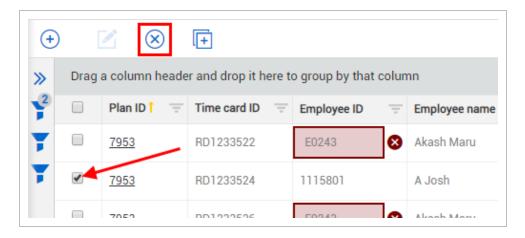
	1 🔽	•
Add employee timecard		
BY DAILY PLAN	BY WEEKLY TIMESHE	ET
* Plan	_	
Select one		-
Type plan name or ID		
* Employee		
Type employee name or ID		
* Task		
Type task ID or description		
* Reason code	* Hours	
Select one	-	
Override craft	Uplift ov	erride
Select one		
Premiums		
Enter premium name; Select up i	to 6 premiums	

NOTE

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.



## 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.

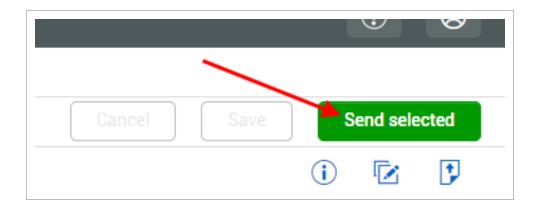
Time card reallocation		Х
* Query		1
Select one	•	
* Start date		
Monday, March 15, 2021		
* End date		
Monday, March 15, 2021	<b>E</b>	
* Project ID		
	±	
Old task		
	•	
* New task		
		1.

# 4.3.7 Submit to Payroll

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

Plan ID 🏌 🚖	Time card ID 👘	Employee ID	Employee name
<u>7953</u>	RD1230708	10429508	Allen Robert
<u>7953</u>	RD1230720	10429508	Allen Robert
<u>7953</u>	RD1230751	10429508	Allen Robert

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



This sends the selected time cards to your Payroll system.

## 4.3.8 Approval Delegation Permission

The **Approve team time sheets for others** option allows the selected employee to submit time sheets (other than a supervisor). Go to Roles and permissions > Weekly time sheet, and then select Approve team time sheets for others.

Select all					Search	
Daily planning	Select all	Weekly time sheet	🛃 Select all	Time center		🛃 Select all
Edit daily plans assigned to others	•	Delete my weekly time sheet	*	Ø View time center		
<ul> <li>Delete daily plans assigned to other</li> </ul>	s 🔥	<ul> <li>Wiew team time sheets</li> </ul>		Add time sheets	& timecards	
<ul> <li>Approve daily plan man hours to others</li> </ul>		Add team time sheets		Z 🖻 Edit time sheets i	& timecards	
<ul> <li>Approve daily plan quantities to others</li> </ul>		🗹 💽 Edit team time sheets		<ul> <li>Delete time sheet</li> </ul>	ts & timecards	
Resync daily plans		<ul> <li>Delete team time sheets</li> </ul>		Advanced - Edit u	invalidated timecard	
(a) View quantities and productivity tabs		Approve team time sheets for others				

## 4.3.8.5 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**.

7301         PI12548         040404         Ajay Ananthan         0         Sent - current           7301         RD1176628         1115801         A Josh         1         Sent - current	Pla	Integration status	Labor hours	Employee name	Employee ID	Time card ID	Plan ID 🕇 👘 🗐	
□ 7301 RD1176628 1115801 A Josh 1 ∧ Sent - current	Ар	Sent - current	0	Ajay Ananthan	040404	PI12548	<u>7301</u>	
	Ар	Sent - current	1 🛆	A Josh	1115801	RD1176628	<u>7301</u>	