

# PROGRESS USER GUIDE



PROGRESS



Release 26.1  
Last Updated: 26 February 2026

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## 1.1 REASON CODES

### 1.1.1 Reason Codes

Reason codes classify hours worked into specific payroll categories. When entering an employee's hours on a daily plan, you can select a reason code to indicate how those hours should be categorized for payroll purposes.

The following categories can represent activities or conditions such as:

- Operating equipment
- Performing maintenance
- Bereavement leave
- Paid time off (PTO)

Reason codes can also identify pay types like standard time, overtime, or double time.

Reason codes are required for Time Center and Weekly Timesheet.

Reason codes must be enabled and configured in your organization and project settings. For more details, see [Organization settings](#).

## 1.1.2 Premiums

You can assign a premium rate to an employee’s work hours to ensure accurate pay for specific tasks. Premiums apply on an hourly basis and are typically used when an employee performs work outside their normal job duties.

For example, an employee might work six hours at a regular labor rate and two hours as a welder. You can assign two reason codes- one for the six hours and one for the two hours- and apply a premium code to the welding hours. This ensures the correct rate is reflected when the information goes to payroll.

Premiums are set up in your organization’s Master data libraries. You can manage premiums for your project on the Assigned payroll indicators page.

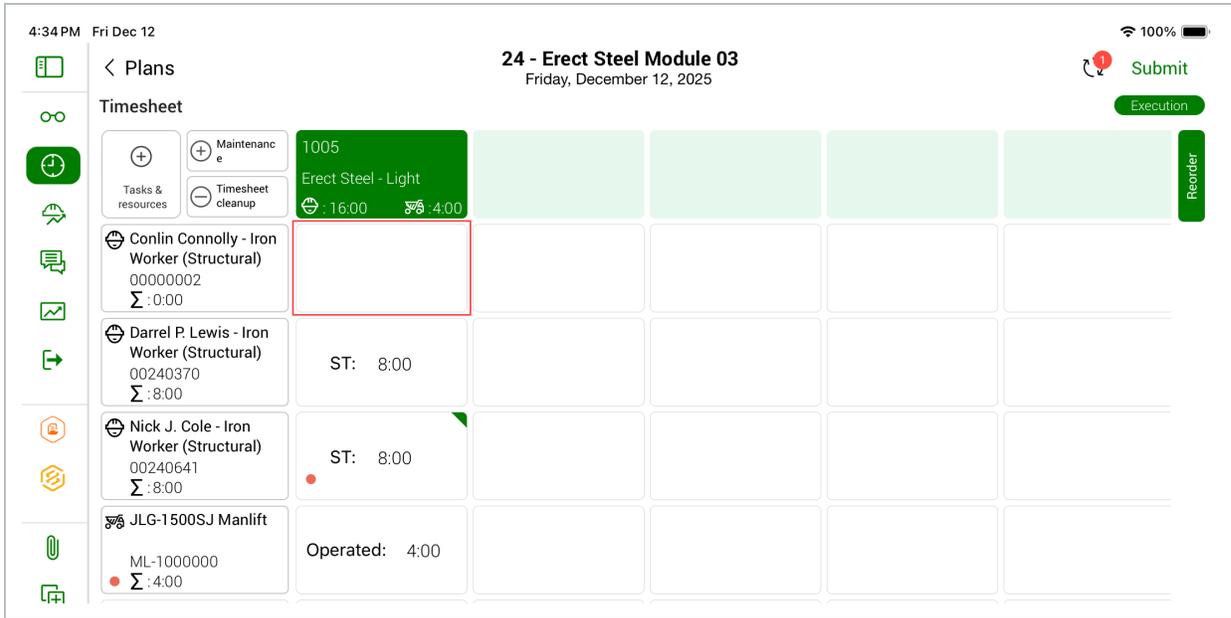
Name	ID	Notes	Activity type	Billing code	Required	Status
<input type="checkbox"/> Foreman			Labor		true	Available
<input type="checkbox"/> Lead hand			Labor		true	Available
<input type="checkbox"/> Night			Labor		true	Available
<input type="checkbox"/> First Aid			Labor		true	Available

**Note:** Reason codes are required for Time Center and Weekly Timesheet.

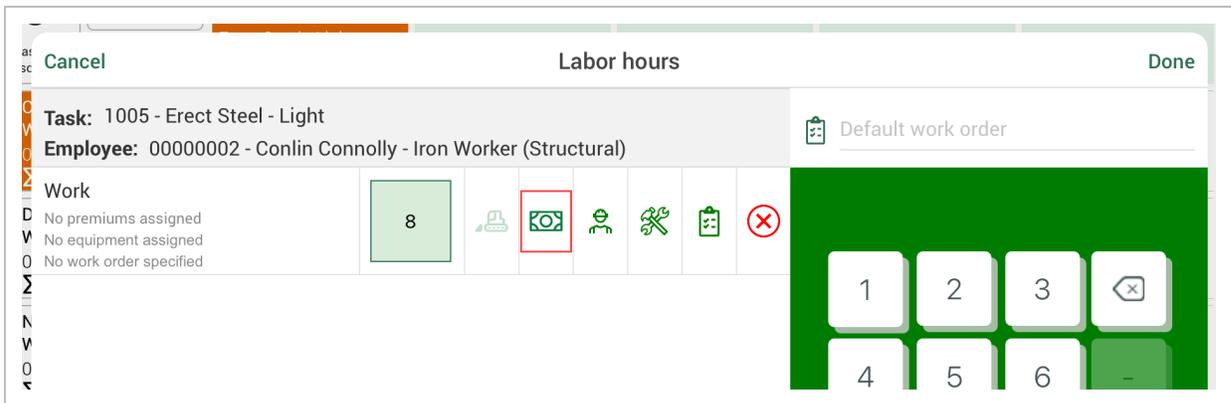
Position	ID	Description	Required	Allow premiums	Require Tasks Ass	Allow Multiple	Allow Equipment L	Use in WTS only	Description
06	Enter ID	Enter description	OFF	ON	ON	ON	OFF	OFF	Enter description
<input type="checkbox"/> 01	OPT	Operate Equipment	ON	ON	ON	ON	ON	OFF	Operar maquinaria
<input type="checkbox"/> 02		Work	ON	ON	ON	ON	OFF	OFF	Trabajo
<input type="checkbox"/> 03		Maintenance	ON	ON	ON	ON	OFF	OFF	Mantenimiento
<input type="checkbox"/> 04		Bereavement	ON	ON	ON	ON	OFF	OFF	Luto
<input type="checkbox"/> 05		Vacation	ON	ON	ON	ON	OFF	OFF	Vacaciones

# Assign premiums

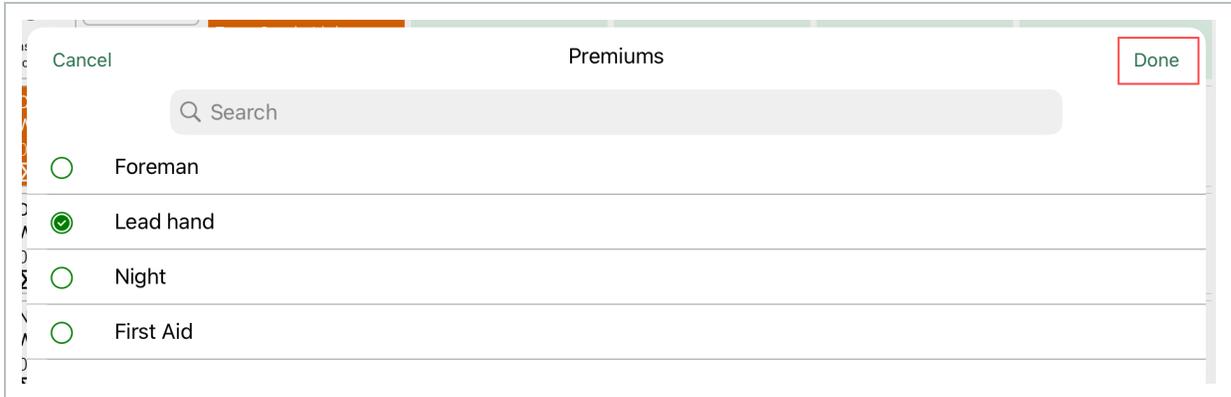
1. From the Time Sheet tab, click a tile for an employee's work hours.



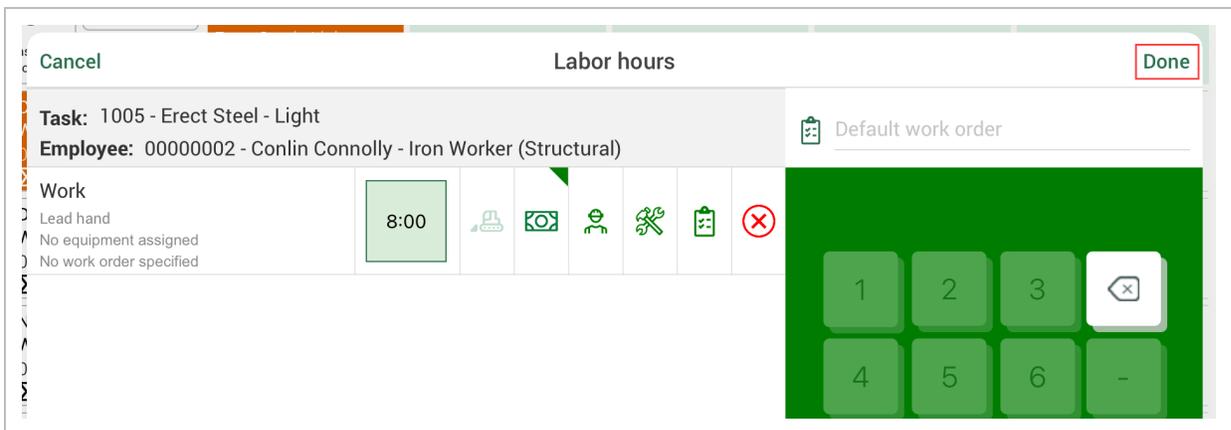
2. Click the Premium icon.



3. Select a premium, and then click Done.



4. Click **Done** to return to the Time Sheet tab.



If you change the reason code for work hours that have a premium applied, the premium will be removed unless it is valid for the new reason code.

## 1.2 EMPLOYEE EQUIPMENT LINKING

You can link employees to equipment on the time sheet to show which employee operates each piece of equipment.

To use this feature, the assigned reason code for the employee’s work hours must have "Allow Equipment Linking" enabled in organization settings, and the employee reason code must be added at the project level.

Employee reason codes

English										Español (América L)	
Position	ID	Description	Required	Allow premiums	Require Tasks Ass	Allow Multiple	Allow Equipment L	Use in WTS only	Description		
06	Enter ID	Enter description	OFF	ON	ON	ON	OFF	OFF	Enter description		
01	OPT	Operate Equipment	ON	ON	ON	ON	ON	OFF	Operar maquinaria		
02		Work	ON	ON	ON	ON	OFF	OFF	Trabajo		
03		Maintenance	ON	ON	ON	ON	OFF	OFF	Mantenimiento		
04		Bereavement	ON	ON	ON	ON	OFF	OFF	Luto		
05		Vacation	ON	ON	ON	ON	OFF	OFF	Vacaciones		

You can specify the equipment-linking details when adding work hours on a daily plan.

**Labor Hours**

**Task:** 1005 - Erect Steel - Light  Default work order

**Employee:** 00240641 Nick J. Cole - Iron Worker - Iron Worker (Structural)

<b>Work</b> No premiums assigned No Equipment Assigned	4.00						
<b>Operate Equipment(2)</b> No premiums assigned ML-1000000 - JLG-1500SJ Manlift <span style="background-color: #f00; width: 50px; height: 10px; display: inline-block; vertical-align: middle;"></span>	4.00						
<span style="color: #00aaff;">+</span> <span style="float: right; color: #00aaff;">Clear all hours</span>							
<b>Total labor hours</b>		8.00					

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

Cancel
Done

On the Time Sheet tab of a daily plan, equipment linking is indicated by a color-coded bar on the tile of the crew member and the associated equipment.

 <b>Nick J. Cole</b> Iron Worker - Iron Worker (Stru... 00240641		<b>ST: 8</b>
MH :8		
 <b>JLG-1500SJ Manlift</b> ML-1000000		<b>Operated: 4</b>
MH :4		

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

4:36 PM Fri Dec 12

**24 - Erect Steel Module 03**  
Friday, December 12, 2025

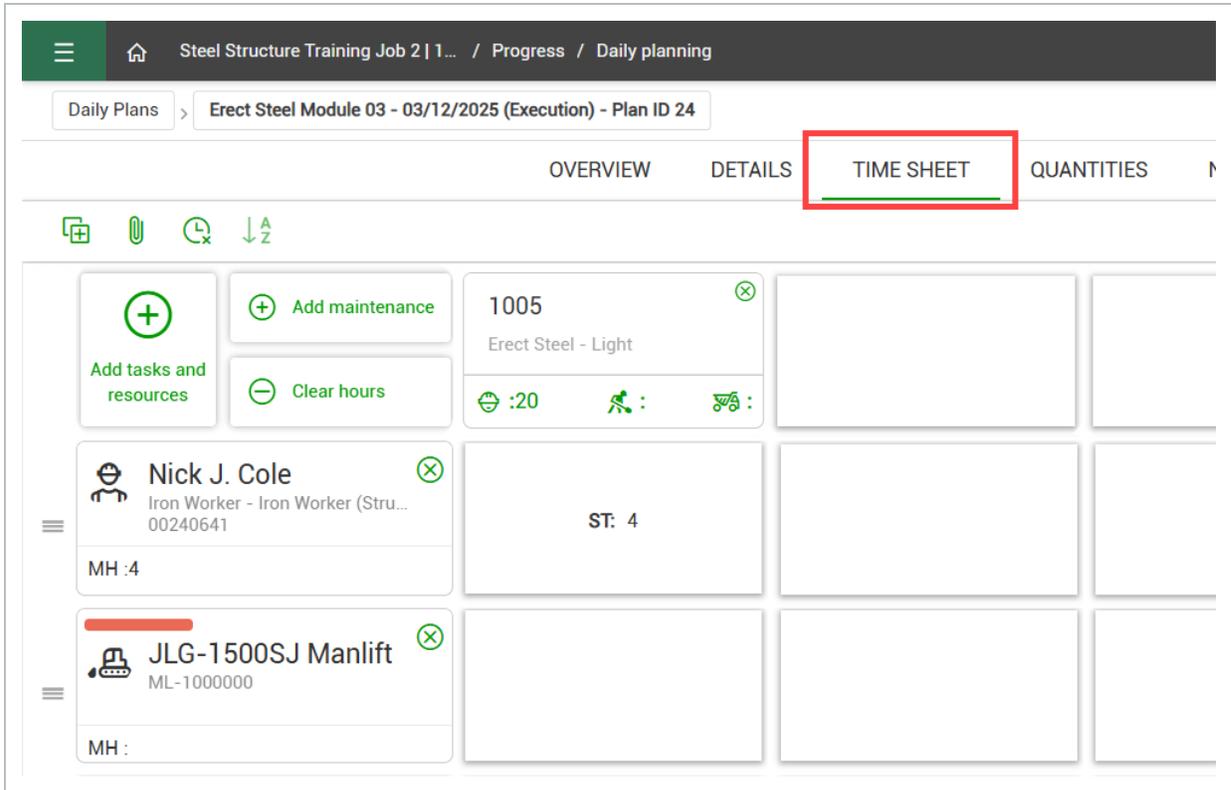
**Plans**

**Timesheet**

		<b>1005</b> Erect Steel - Light 🕒 : 24:00 🚚 : 4:00		
				
 <b>Nick J. Cole - Iron Worker (Structural)</b> 00240641 Σ : 8:00	<b>ST: 8:00</b> ●			
 <b>JLG-1500SJ Manlift</b> ML-1000000 ● Σ : 4:00	<b>Operated: 4:00</b>			

# Link employees and equipment

1. Open the **Time Sheet tab** on a daily plan. Add employee and equipment resources.



2. Click the **Labor Hours tile** for an employee.

The screenshot displays a user interface for managing tasks and resources. At the top, there are three main buttons: a green plus icon labeled 'Add tasks and resources', a green plus icon labeled 'Add maintenance', and a green minus icon labeled 'Clear hours'. Below these are three rows of task cards. The first card is for '1005 Erect Steel - Light' with a duration of ':20'. The second card is for 'Nick J. Cole', an Iron Worker, with a duration of 'MH :4'. The third card is for 'JLG-1500SJ Manlift' with a duration of 'MH :'. A red box highlights the 'ST: 4' field in the second card.

3. Click the **Add icon** to add work hours, and then select an appropriate reason code. When you are finished, click **Done**.

The screenshot shows the 'Labor Hours' interface. On the left, under 'Work', there is a red box around a '+' icon. On the right, a dialog box titled 'Select work reason code' is open, showing a search bar and a list of options: 'Operate Equipment' (checked), 'Work', 'Maintenance', 'Bereavement', and 'Vacation'. At the bottom of the dialog are 'Cancel' and 'Done' buttons.

- 4. In the new row for work hours, enter the number of hours the employee operated the equipment.

The screenshot shows the 'Labor Hours' interface with a table. The table has two rows: 'Work' and 'Operate Equipment'. The 'Operate Equipment' row is highlighted, and the number '4' is entered in the hours column, which is circled in red. The table also includes icons for printing, currency, user, equipment, and delete. A 'Clear all hours' link is at the bottom right.

Work	Hours	Print	Currency	User	Equipment	Delete
Work No premiums assigned No Equipment Assigned	4.00					
Operate Equipment No premiums assigned No Equipment Assigned	4					

- 5. Click the **Equipment icon**, and then select the appropriate equipment resource and click **Done**.

Labor Hours

Task: 1005 - Erect Steel - Light  
Employee: 00240641 Nick J. Cole - Iron Worker - Iron Worker (Structural)

Default work order

Work No premiums assigned No Equipment Assigned	4.00						
Operate Equipment No premiums assigned No Equipment Assigned	4.00						

Clear all hours

6. Now the equipment resource is linked to the employee's work hours. After you finish updating the employee's work hours, click **Done**.

Labor Hours

Task: 1005 - Erect Steel - Light  
Employee: 00240641 Nick J. Cole - Iron Worker - Iron Worker (Structural)

Default work order

Work No premiums assigned No Equipment Assigned	4.00						
Operate Equipment No premiums assigned ML-1000000 - JLG-1500SJ Manlift	4.00						

Clear all hours

Total labor hours 8.00

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

7. On the Time Sheet tab, the operated hours for the equipment resource are automatically populated, and color-coded bars show the link between the employee and equipment resource.

OVERVIEW    DETAILS    TIME SHEET    QUANTITIES

📄   📎   🕒   ⬇️⬆️

<p><b>+</b></p> <p>Add tasks and resources</p>	<p><b>+</b> Add maintenance</p>	<p>1005 <span>⊗</span></p> <p>Erect Steel - Light</p> <p>🕒 :24   🚧 :   🚚 :4</p>		
	<p><b>-</b> Clear hours</p>		<p>ST: 8</p>	
	<p><b>Nick J. Cole</b> <span>⊗</span></p> <p>Iron Worker - Iron Worker (Stru... 00240641</p> <p>MH :8</p>			
<p><b>JLG-1500SJ Manlift</b> <span>⊗</span></p> <p>ML-1000000</p> <p>MH :4</p>		<p>Operated: 4</p>		

## 1.3 WORK ORDER OVERVIEW

You can track work orders on the Time Sheet tab of a daily plan in both the web and mobile versions.

- Operational work orders - Track employee hours for operational maintenance tasks and associate with a task on a daily plan.
- Maintenance work orders - Log employee hours for equipment maintenance and associate with an equipment resource on the daily plan. Maintenance work orders are typically generated in your ERP system.

After a daily plan is approved, you can view work order details in Time Center. Operational work orders are shown with the labor hours logged for the associated task. Maintenance work orders are shown as separate entries.

For more information about operational work orders, see [Operational work orders](#).

For more information about maintenance work orders, see [Maintenance work orders](#).

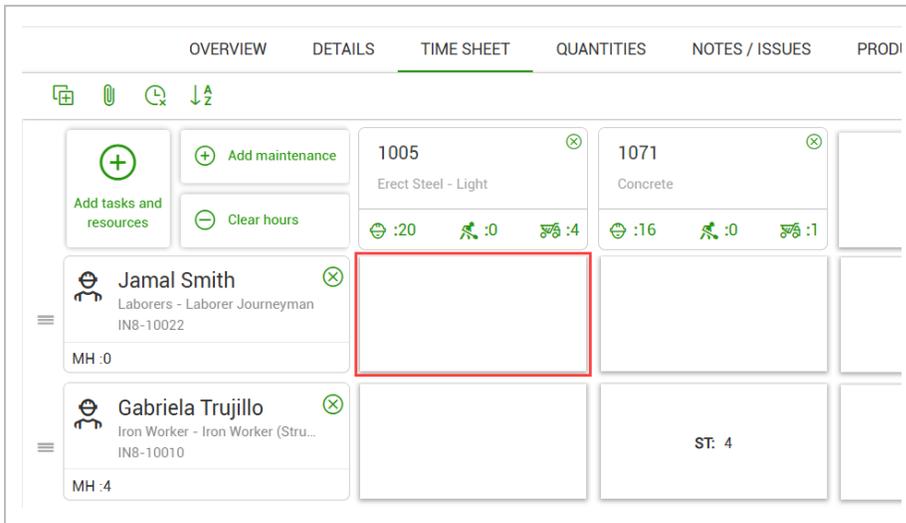
## 1.4 OPERATIONAL WORK ORDERS

Daily plans are typically prepared for work crews, but you may also have employees completing individual maintenance tasks. You can track these hours as operational work orders on a daily plan. Operational work orders are tracked against tasks on the Time Sheet tab, and you can view their associated details in Time Center after the daily plan is approved.

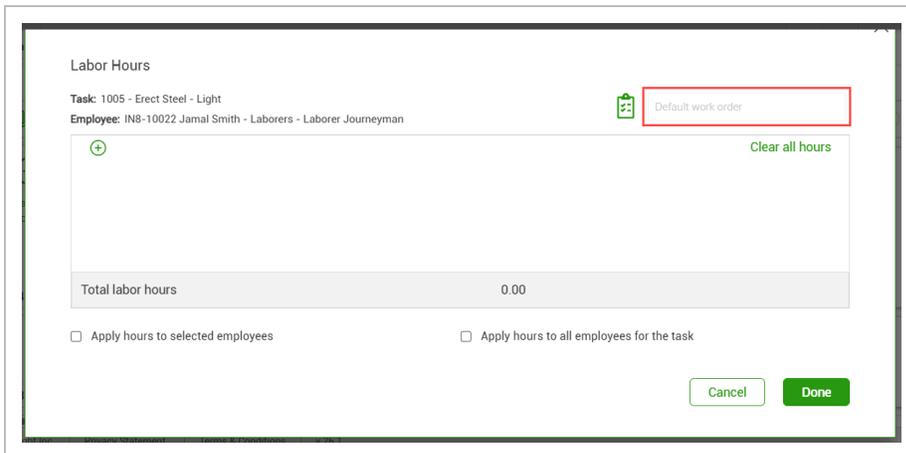
Operational work orders are used to track employee hours worked on specific tasks managed through work orders, such as on-site maintenance or building repairs. Maintenance work orders are used to track work performed on equipment items, such as scheduled maintenance or repairs.

### Add operational work orders to a daily plan

1. Open the **Time Sheet tab** on a daily plan.
2. Click the tile to add employee hours for a task.



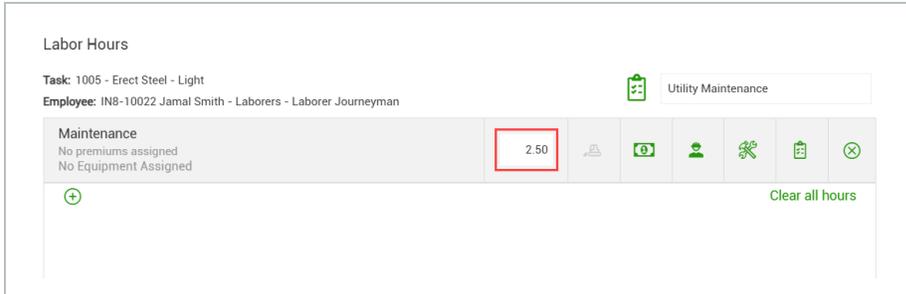
3. In the **Default work order** field, enter a default name for the work orders on this time card.



4. Click the **Add** icon to add work hours, and then select an appropriate reason code.

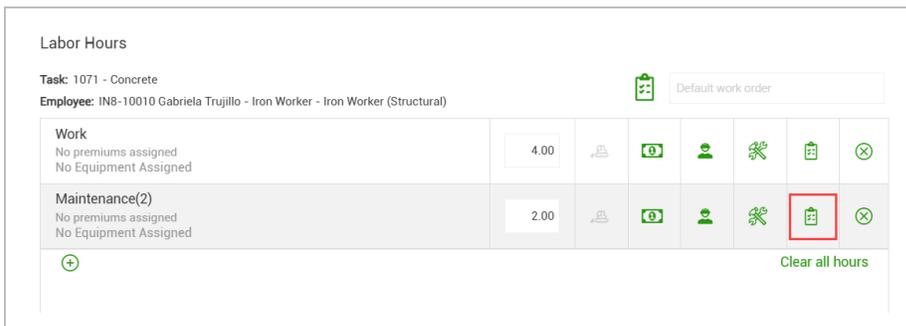


5. Enter the hours for one operational work order.



- 6. To add a work order that applies to only one row on the time card, click the **Work order** icon on the time card row, and then enter a name for this work order.

This overrides the default work order, if one was entered.



- 7. Add additional work orders as needed.
- 8. When you are finished, click **Done**.

After a daily plan is approved, the operational work order details can be viewed in Time Center.

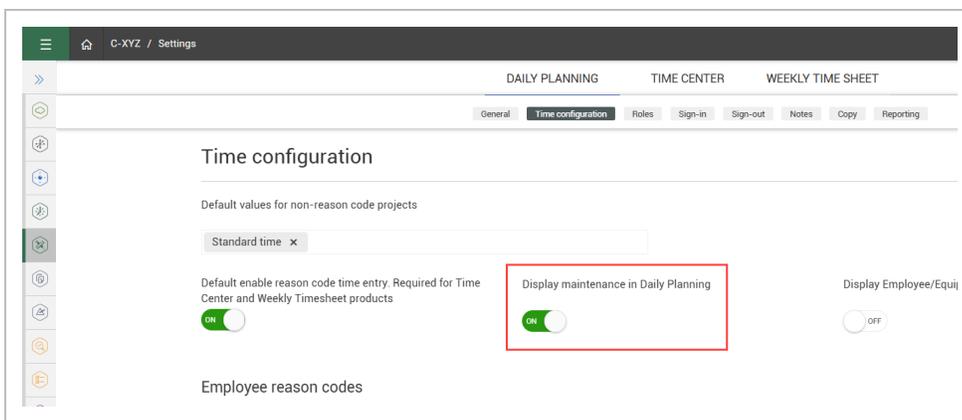
Plan ID	Time card	Employ...	Employee na...	Task ID	Task d...	Operational work order	Date
50	RD246	IN8-10022	Jamal Smith	105092.1050...	Erect Steel - ...	OP-427	12/19/2025
50	RD227	IN8-10023	Alejandro Ramirez	105092.1050...	Erect Steel - ...		12/19/2025
50	RD230	IN8-10019	Benjamin Johnson	105092.1050...	Erect Steel - ...		12/19/2025
50	RD236	00240370	Darrel P. Lewis	105092.1050...	Concrete		12/19/2025
50	RD245	IN8-10022	Jamal Smith	105092.1050...	Erect Steel - ...	OP-315	12/19/2025
50	RD243	IN8-10022	Jamal Smith	105092.1050...	Erect Steel - ...	OP-101	12/19/2025
50	RD232	00240370	Darrel P. Lewis	105092.1050...	Concrete		12/19/2025
50	RD242	IN8-10010	Gabriela Trujillo	105092.1050...	Concrete	OP-633	12/19/2025
50	RD241	IN8-10010	Gabriela Trujillo	105092.1050...	Concrete	OP-512	12/19/2025
45	RD272	00240641	Nick J. Cole	106000.1010	Geo Report	Site Inspection	12/19/2025

## 1.5 MAINTENANCE WORK ORDERS

Daily planning typically tracks work-related tasks, but you also may need to record maintenance performed on equipment. This option allows you to log employee hours against maintenance work orders.

Maintenance work orders are used to track work performed on equipment items, such as scheduled maintenance or repairs. Operational work orders are used to track employee hours worked on specific tasks managed through work orders, such as on-site maintenance or building repairs.

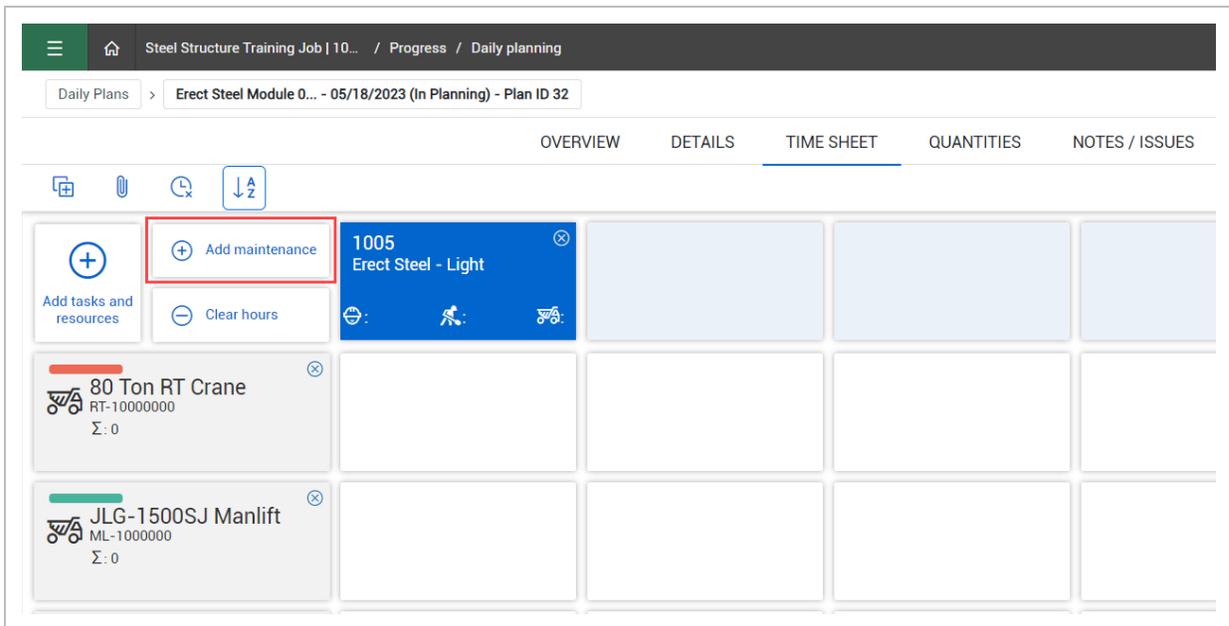
To track maintenance work orders, the organization setting Display maintenance in Daily Planning must be turned *On*.



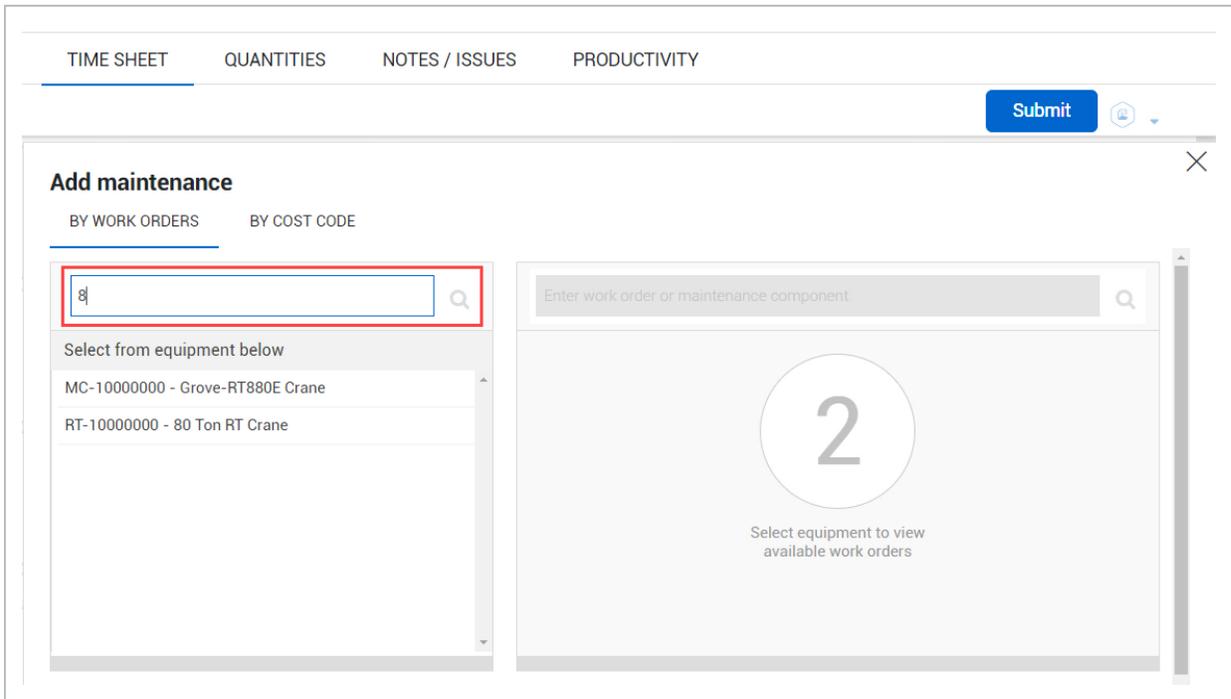
For regular maintenance milestones, you can set up maintenance work orders through your ERP system. For other work orders, such as unplanned maintenance or repairs, you can add maintenance hours by cost code.

## Add ERP maintenance work orders to a daily plan

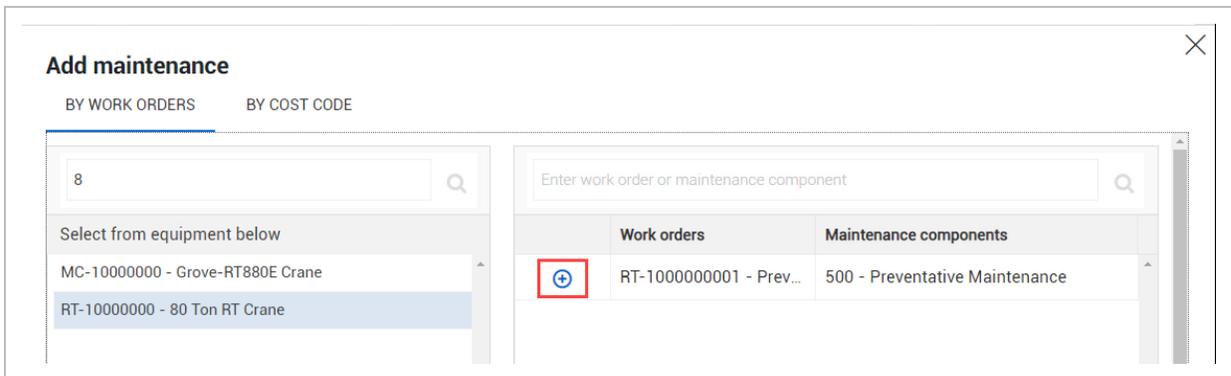
1. Open the **Time Sheet** tab on a daily plan.
2. Click the **Add maintenance** button.



3. In the Add maintenance slide-out panel, enter the equipment ID or description in the search field, and then select the equipment item.



4. After you select the equipment item, the work orders for this item are listed on the right side of the slide-out panel. Click the **Add** icon to select a work order.



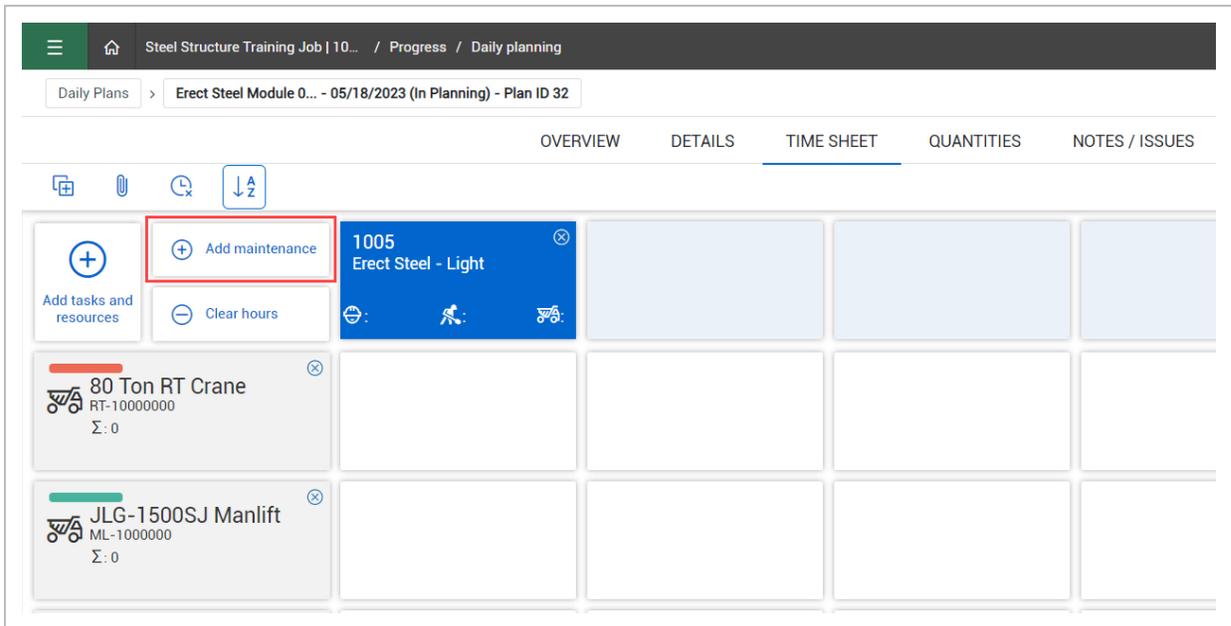
5. When you are finished, click **Done**.
6. The maintenance work order is now added to the daily plan. Click the tile that corresponds to an employee to assign work hours to this work order.

The tiles corresponding to equipment items are greyed out, since the equipment is the object of the maintenance.

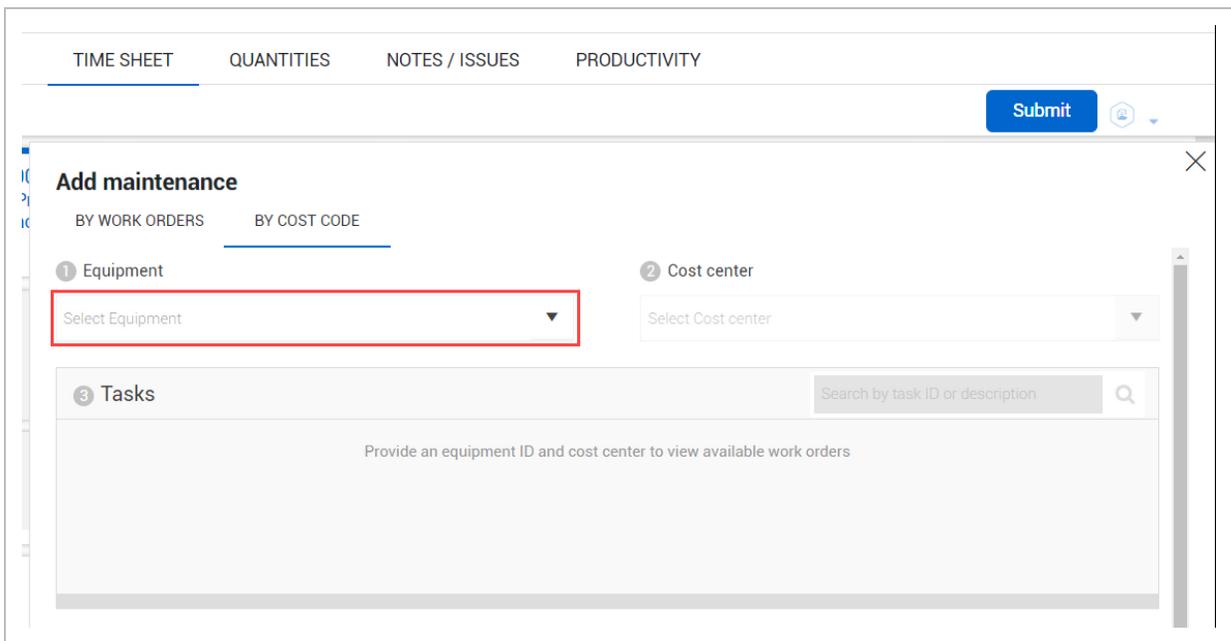
	OVERVIEW	DETAILS	TIME SHEET	QUANTITIES
<b>+</b> Add tasks and resources	<b>+</b> Add maintenance	<b>1005</b> Erect Steel - Light	EQ ID : RT-10000000 RT-1000000001 - Preventative Maintenance	
<b>-</b> Clear hours				
80 Ton RT Crane RT-10000000 Σ : 0				
JLG-1500SJ Manlift ML-10000000 Σ : 0				
Donald Poole Laborers - Lab... 00364112 Σ : 0				
Nick J. Cole Iron Worker - Ir... 00240641 Σ : 0				

## Add work orders by cost code

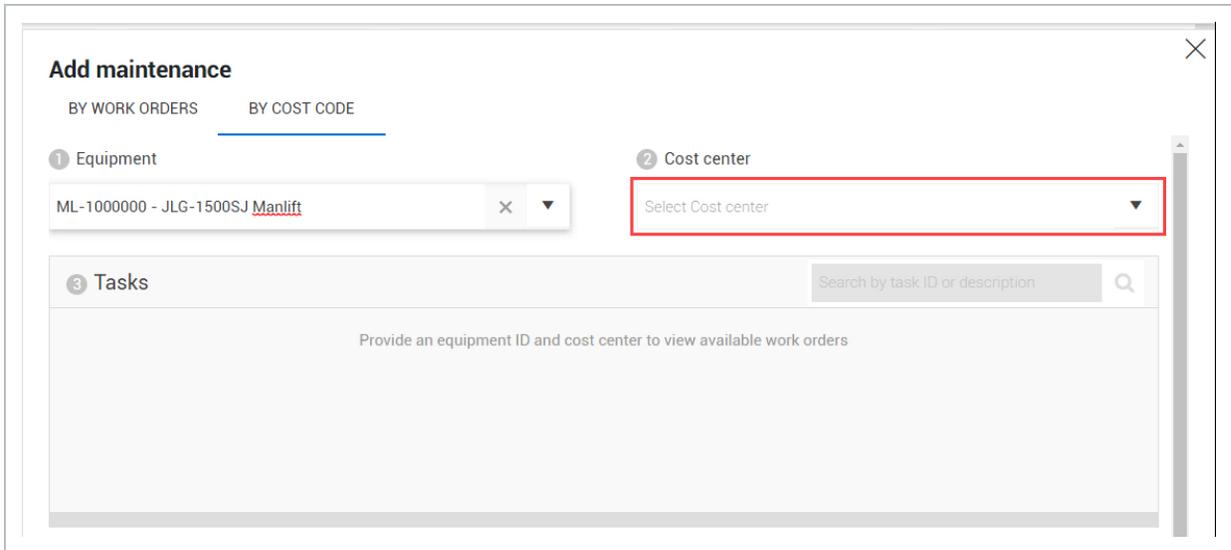
1. Open the **Time Sheet** tab on a daily plan.
2. Click the **Add maintenance** button.



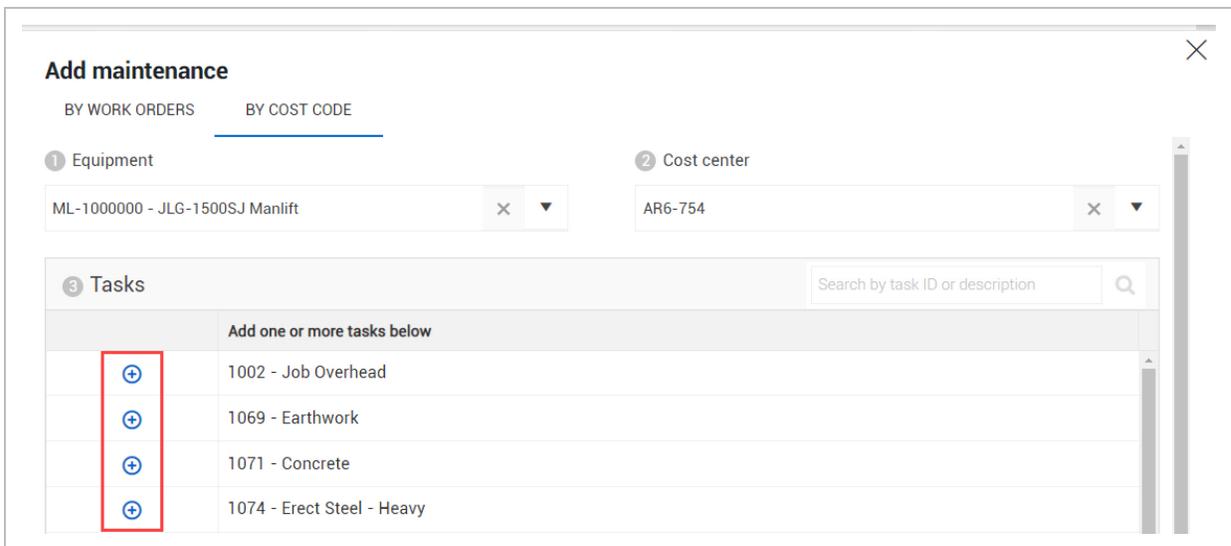
- 3. In the Add maintenance slide-out panel, open the **By Cost Code** tab.
- 4. Select an equipment item from the Equipment drop-down list.



- 5. Select a cost center from the Cost center drop-down list.



- After you select the cost center, the available work order tasks are listed below. Click the **Add** icon to select a work order.



- When you are finished, click **Done**.
- The maintenance work order is now added to the daily plan. Click the tile that corresponds to an employee to assign work hours to this work order.

The tiles corresponding to equipment items are greyed out, since the equipment is the object of the maintenance.

	OVERVIEW	DETAILS	TIME SHEET	QUANTITIES	NOTES / ISSUES
<div style="display: flex; justify-content: space-between; align-items: center;"> <div style="text-align: center;"> <p>+ Add tasks and resources</p> </div> <div style="text-align: center;"> <p>+ Add maintenance</p> </div> <div style="text-align: center;"> <p>- Clear hours</p> </div> </div>	<div style="border: 1px solid #ccc; padding: 5px;"> <p><b>1005</b> Erect Steel - Light</p> <p>⊖: 4</p> </div>	<div style="border: 1px solid #ccc; padding: 5px;"> <p>EQ ID : RT-10000000</p> <p>RT-1000000001 - Prev entative Maintenance</p> </div>	<div style="border: 1px solid #ccc; padding: 5px;"> <p>EQ ID : ML-10000000</p> <p>1005 - Erect Steel - Light</p> </div>		
<div style="border: 1px solid #ccc; padding: 5px;"> <p> 80 Ton RT Crane</p> <p>RT-10000000</p> <p>Σ: 0</p> </div>					
<div style="border: 1px solid #ccc; padding: 5px;"> <p> JLG-1500SJ Manlift</p> <p>ML-10000000</p> <p>Σ: 0</p> </div>					
<div style="border: 1px solid #ccc; padding: 5px;"> <p> Donald Poole</p> <p>Laborers - Lab...</p> <p>00364112</p> <p>Σ: 4</p> </div>		ST: 4			
<div style="border: 1px solid #ccc; padding: 5px;"> <p> Nick J. Cole</p> <p>Iron Worker - Ir...</p> <p>00240641</p> <p>Σ: 0</p> </div>					

## 1.6 TIME CARD MANAGEMENT

### 1.6.1 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.

### 1.6.2 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

### 1.6.2.1 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. 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. 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 type of employee or for the union it belongs to.
<b>Invalid Employees</b>	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.
<b>Invalid Equipment</b>	Equipment status is not active. Equipment is not assigned to the project. Employee reason code is "operated", but Equipment ID is blank.
<b>Invalid Task ID</b>	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.

Error	Causes
	Cost code is not active.
<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

### 1.6.2.2 Correcting Issues Outside of Time Center

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

The screenshot shows a data table with columns: Plan ID, Time card ID, Employee ID, Employee name, Labor hours, and R. The table contains two rows. The first row has Employee ID 080808 and Employee name Srinivasan Krishnan. A red box highlights the Employee ID, and a tooltip with a red 'x' icon and the text 'The employee is not active for the selected date' is displayed over it. The second row has Employee ID 545.

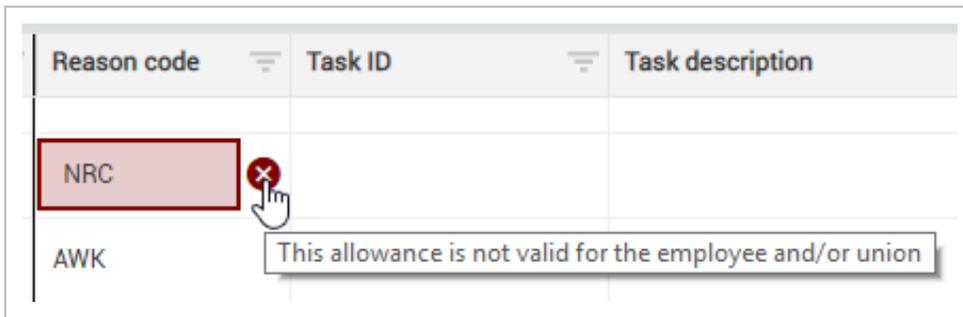
Plan ID	Time card ID	Employee ID	Employee name	Labor hours	R
	WT21012	080808	Srinivasan Krishnan	1	1
	WT21071	545			1

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.

### 1.6.2.3 Correcting Issues in Time Center

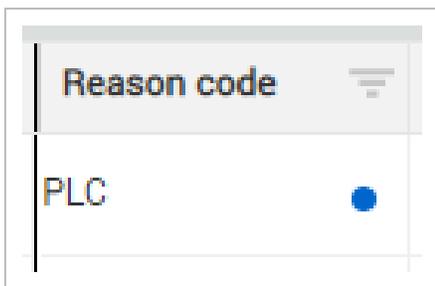
Many of the fields within Time Center are editable. Errors can therefore be corrected directly in Time Center. For example, perhaps a Reason Code is used on a time card that is associated with an

allowance that is not available.



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.



### 1.6.2.4 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

NT 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 Cl...	
ID129437	1144018	Colin robert				
ID129439	1144018	Colin robert				

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.

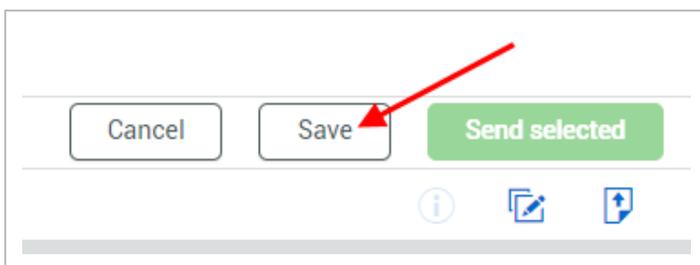
You can also assign or correct premiums. There are identified premiums (created at the project level) from which you can choose.

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.

### 1.6.3 Saving Changes

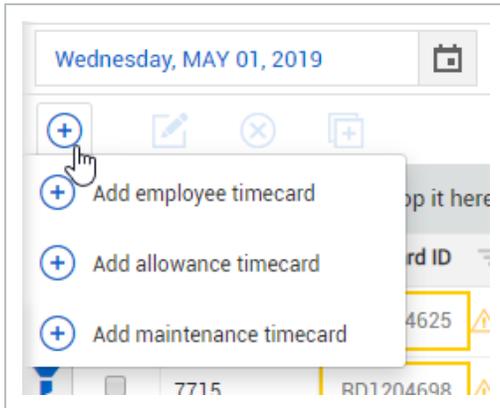
As you make changes, be sure to click **Save** in the upper right-hand corner to save your edits.



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

## 1.6.4 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 Time sheet. 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.

The screenshot shows a modal window titled "Add employee timecard". At the top, there are "Cancel", "Save", and "Send selected" buttons. Below the title bar, there are two tabs: "BY DAILY PLAN" (selected) and "BY WEEKLY TIMESHEET". The form includes several sections: "Plan" with a dropdown menu; "Employee" with a text input field; "Task" with a text input field; "Reason code" with a dropdown menu and "Hours" with a text input field; "Override craft" with a dropdown menu and "Uplift override" with a toggle switch; and "Premiums" with a text input field. At the bottom, there are "Cancel" and "Add" buttons.

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

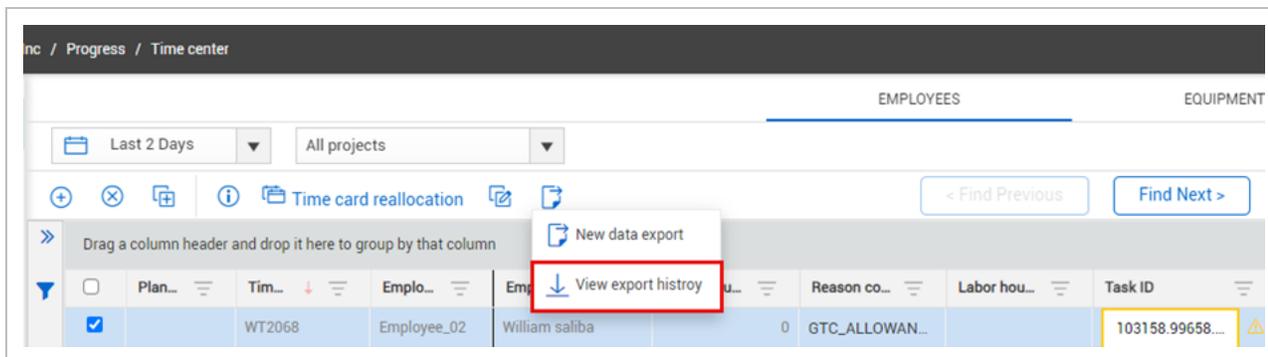
### 1.6.5 Delete Time Card

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

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

### 1.6.6 Export Time Cards

In Time Center > Export time cards > **New data export**, you can export time cards with will then send you to the Export history page. There you can also download previous time card history exports. The export is a Microsoft Excel file with nearly unlimited time card export count restrictions. If you do not need to export a specific time card and only need to view the Export history, follow the same steps as above and select **View export history** from the drop down list.



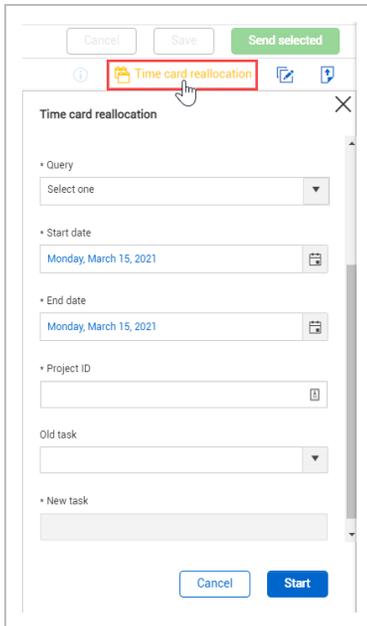
File name	Status	Total record count	Exported by	Exported on
EMPLOYEES06242024071309.csv	Processing	0	William saliba	06/29/2024
EMPLOYEES06242024071223.csv	Complete	0	Pharoah RB	06/24/2024
EQUIPMENT06212024055138.csv	Complete	901	Auto Task	06/20/2024
EQUIPMENT06212024054650.csv	Complete	901	Auto Task	06/20/2024
EQUIPMENT06202024120223.csv	Complete	901	Auto Task	06/20/2024
EMPLOYEES06202024064908.csv	Complete	2242	Auto Task	06/19/2024
EMPLOYEES06202024053850.csv	Complete	2229	Auto Task	06/19/2024
EMPLOYEES06192024014447.csv	Complete	0	Pharoah RB	06/19/2024

### 1.6.7 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.

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.

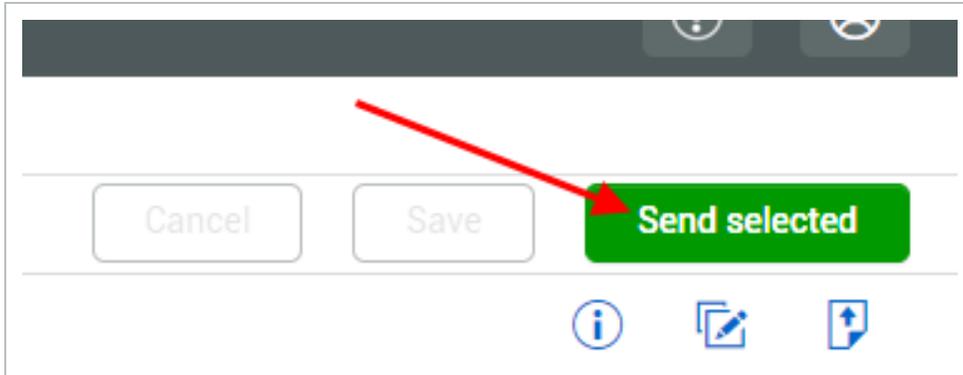


### 1.6.8 Submit to Payroll

When 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.

<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

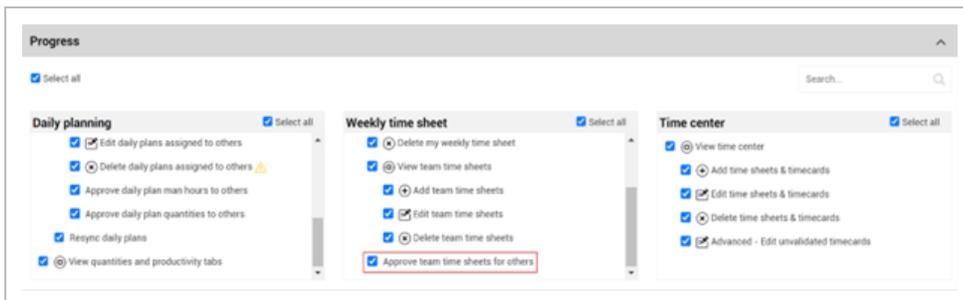
With the time cards selected, click the **Send Selected** button.



This sends the selected time cards to your Payroll system.

## 1.6.9 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.



### 1.6.9.5 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**.

<input type="checkbox"/>	Plan ID ↑	Time card ID	Employee ID	Employee name	Labor hours	Integration status	Pls
<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