

PROGRESS USER GUIDE

Advanced



PROGRESS



Release 26.3
Last Updated: 15 May 2026

Information in this document is subject to change without notice. Companies, names and data used in examples are fictitious.

Copyright ©2026 by InEight. All rights reserved. No part of this document may be reproduced or transmitted in any form or by any means, electronic or mechanical, for any purpose, without the express permission of InEight.

Microsoft Windows, Internet Explorer and Microsoft Excel are registered trademarks of Microsoft Corporation.

Although InEight Progress has undergone extensive testing, InEight makes no warranty or representation, either express or implied, with respect to this software or documentation, its quality, performance, merchantability, or fitness for purpose. As a result, this software and documentation are licensed “as is”, and you, the licensee are assuming the entire risk as to its quality and performance. In no event will InEight be liable for direct, indirect, special, incidental or consequential damages arising out of the use or inability to use the software or documentation.

Release 26.3
Last Updated: 15 May 2026

This page intentionally left blank.

CONTENTS

| | |
|--|-----------|
| CHAPTER 1 – ADVANCED OPTIONS | 9 |
| 1.1 Reason Codes | 10 |
| 1.1.1 Reason Codes | 10 |
| 1.1.2 Premiums | 10 |
| Assign premiums | 12 |
| 1.2 Billing Classes | 13 |
| 1.2.1 Billing Class Setup | 14 |
| 1.2.1.1 Organization and Project Settings | 14 |
| 1.2.1.2 Add Billing Classes | 14 |
| 1.2.1.3 Assign a Billing Class | 14 |
| 1.2.1.4 Rate code and Billing class status | 16 |
| 1.2.1.5 Billing Class Output | 16 |
| 1.3 Employee Equipment Linking | 17 |
| Link employees and equipment | 20 |
| 1.4 Daily Plan Review Page | 25 |
| 1.4.1 What is the Daily Plan Review Page? | 25 |
| 1.4.2 Why use the Daily Plan Review Page? | 25 |
| Open the Daily Plan Review Page | 26 |
| 1.4.3 Edit Submitted Daily Plan | 27 |
| Adjust the Hours of a Signed Out Employee | 28 |
| 1.5 Employee Equipment Linking | 33 |
| Link employees and equipment | 36 |
| CHAPTER 2 – WORK ORDER OVERVIEW | 41 |
| 2.1 Operational work orders | 42 |
| Add operational work orders to a daily plan | 42 |
| 2.2 Maintenance work orders | 45 |
| Add ERP maintenance work orders to a daily plan | 45 |
| Add work orders by cost code | 48 |
| 2.3 Time Card Management | 52 |
| 2.3.1 Time Card Management Overview | 52 |
| 2.3.2 Time Card Review | 52 |
| 2.3.2.1 Data Validation Errors | 52 |
| 2.3.2.2 Correcting Issues Outside of Time Center | 53 |

- 2.3.2.3 Correcting Issues in Time Center 54
- 2.3.2.4 Other Time Card Adjustments 55
- 2.3.3 Saving Changes 56
- 2.3.4 Add Time Card 57
- 2.3.5 Delete Time Card 58
- 2.3.6 Export Time Cards 59
- 2.3.7 Reallocate Time Cards 59
- 2.3.8 Submit to Payroll 60
- 2.3.9 Approval Delegation Permission 61
 - 2.3.9.5 Integration Validation 61

STEP-BY-STEP PROCEDURES

- Assign premiums 12
- Link employees and equipment 20
- Open the Daily Plan Review Page 26
- Adjust the Hours of a Signed Out Employee 28
- Link employees and equipment 36
- Add operational work orders to a daily plan 42
- Add ERP maintenance work orders to a daily plan 45
- Add work orders by cost code 48

This page intentionally left blank.

CHAPTER 1 – ADVANCED OPTIONS

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.

Steel Structure Training Job 2 | 105092 / Assigned payroll indicators

ALLOWANCES **EMPLOYEE PREMIUMS** ATTENDANCE TYPES

| 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 |

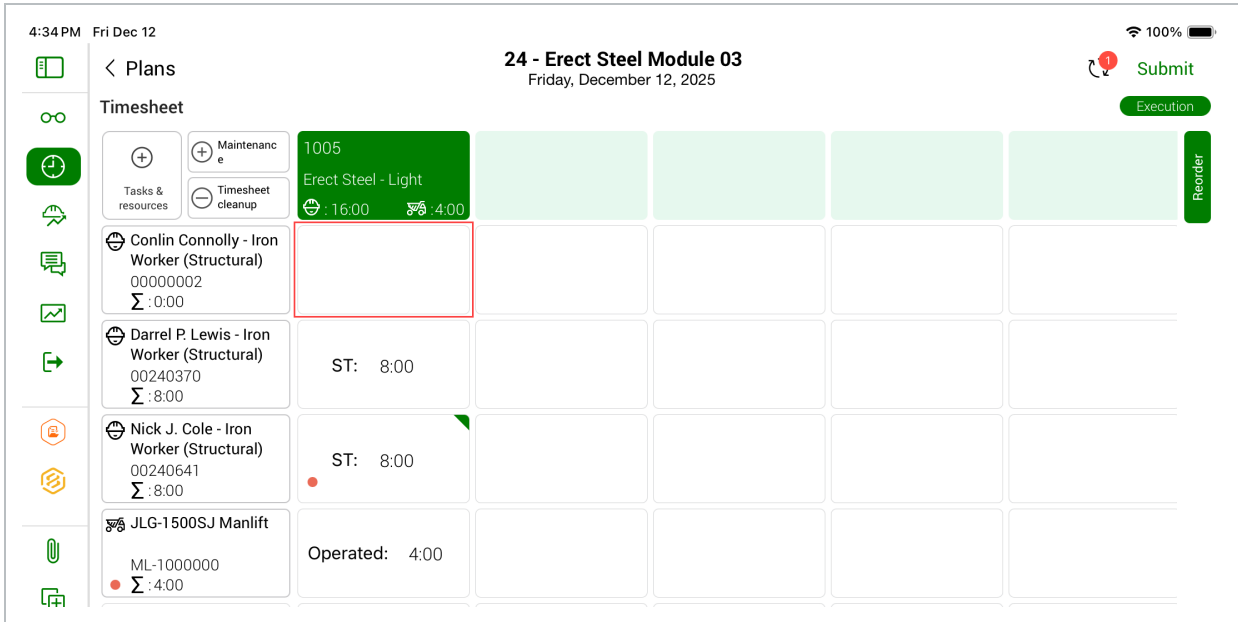
Note: Reason codes are required for Time Center and Weekly Timesheet.

Employee reason codes

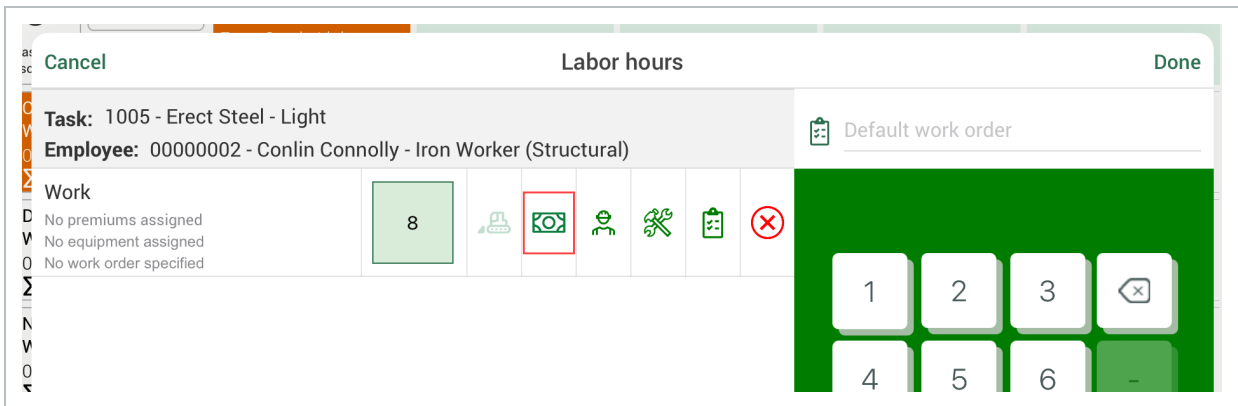
| English | Position | ID | Description | Required | Allow premiums | Require Tasks Ass | Allow Multiple | Allow Equipment L | Use in WTS only | Español (América L) |
|-----------------------------|----------|----------|-------------------|-------------------------------------|-------------------------------------|-------------------------------------|----------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

Assign premiums

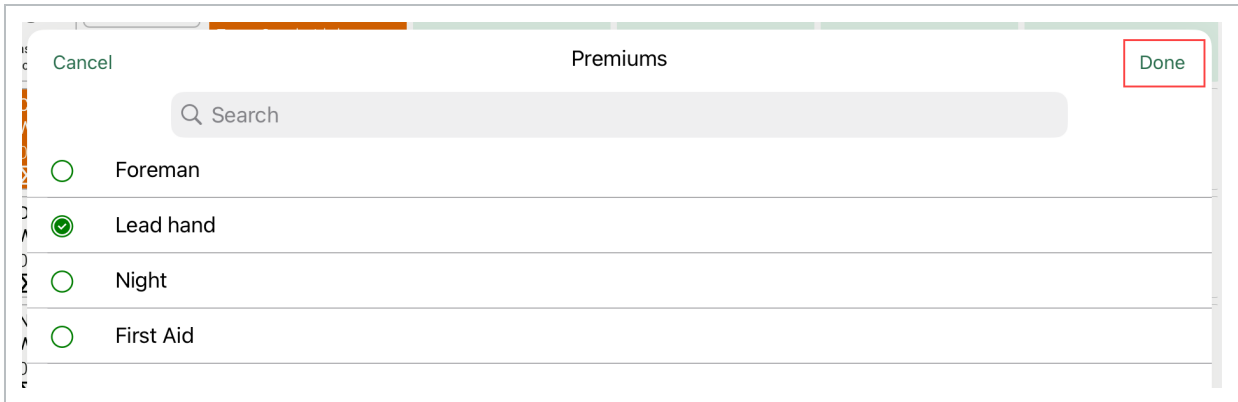
1. From the Time Sheet tab, click a tile for an employee's work hours.



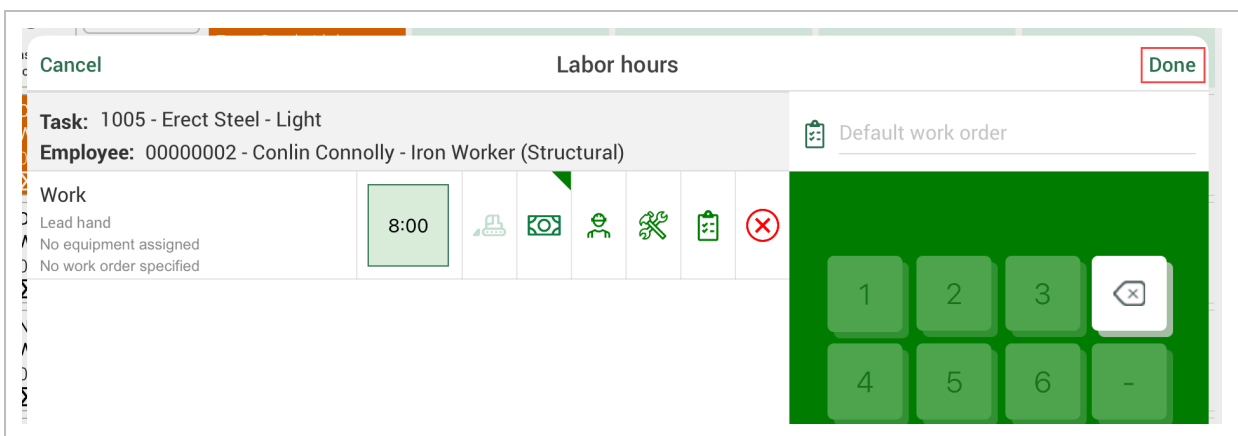
2. Click the Premium icon.



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.

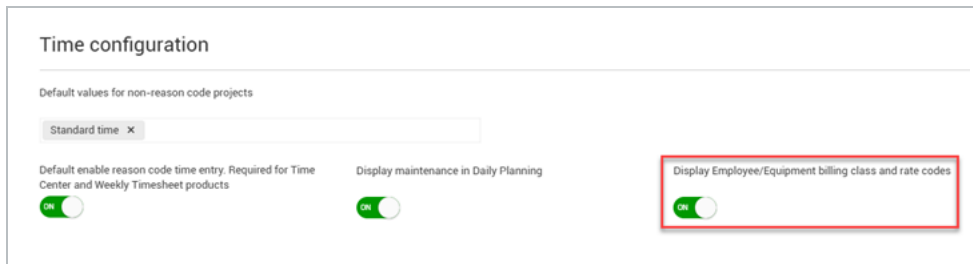
1.2 BILLING CLASSES

For Time and Material projects, billing classes can be used to indicate the billing code for each employee craft or equipment type, along with the billing rates associated with that billing code, as agreed upon between owner and contractor. For example, a Carpenter Foreman might have a billing code of CRP 2050 and billing rates of \$40 standard time, \$60 overtime, and \$80 double time. All this information can be stored as a billing class on a project. The billing class can then be assigned to employees when inputting their hours on a time sheet. When recorded on the time sheet, this billing class information is output along with the employee’s hours to be processed via payroll according to your company’s established process.

1.2.1 Billing Class Setup

1.2.1.1 Organization and Project Settings

To use billing classes, your organization must first enable them at the organization level. This is done in Organization Settings > Progress > **Time configuration** by setting the Display Employee/Equipment billing class and rate codes toggle to **ON**.



After you set the Display Employee/Equipment billing class and rate codes toggle to **ON** at the organization level, new projects inherit the setting by default. For existing projects, the project admin can change the toggle at the project level manually.

1.2.1.2 Add Billing Classes

To add billing classes to a project, from the Project home page, select Billing classes from the left menu. The Billing classes page opens, where you can add billing classes along with their rates as needed.

The screenshot shows the 'Billing classes' page for 'Steel Structure Training Job 21 105092'. The page has tabs for 'EMPLOYEES' and 'EQUIPMENT'. A table lists billing classes with columns for Billing class, Description, Vendor, Billing rate ST, Billing rate OT, and Billing rate DT. A 'Hide unavailable' toggle is visible in the top right.

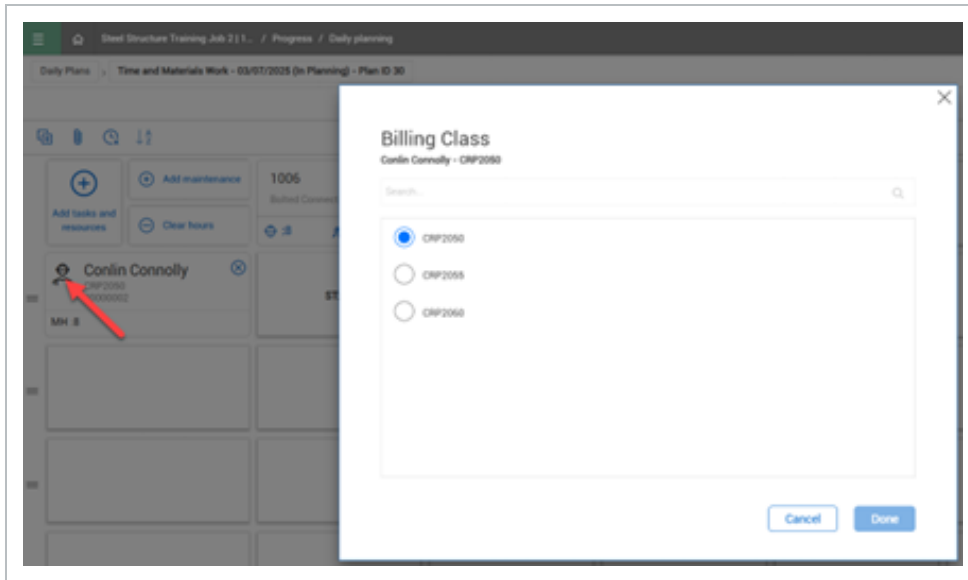
| Billing class | Description | Vendor | Billing rate ST | Billing rate OT | Billing rate DT |
|---------------|---------------------------|--------|-----------------|-----------------|-----------------|
| CRP2050 | Carpenter General Foreman | | \$30.00000 | \$75.00000 | \$100.00000 |
| CRP2055 | Carpenter Foreman | | \$40.00000 | \$60.00000 | \$80.00000 |
| CRP2060 | Carpenter Journeyman | | \$30.00000 | \$45.00000 | \$60.00000 |

1.2.1.3 Assign a Billing Class

You can assign a billing class directly to the employee or equipment for a project in the Assigned operational resources page. In the Assigned operational resources page, you can select the Billing class column drop-down list and choose available billing classes from the list. You can also assign or edit a billing class for an employee or piece of equipment when inputting hours on a daily plan. On a reason

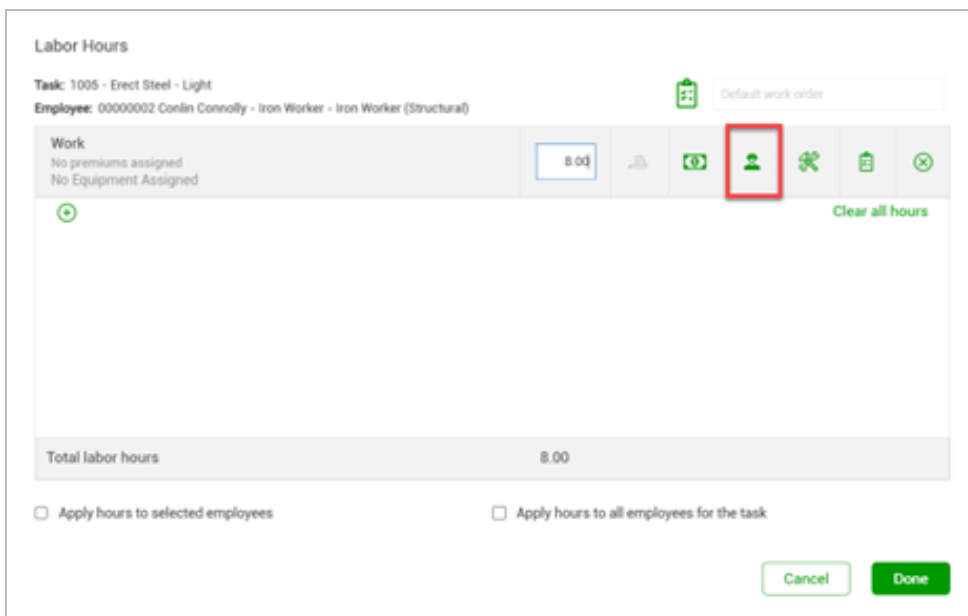
code- configured project, you can select the value in two different methods:

1. After adding a resource (employee or equipment), click the construction worker icon, and then select Billing Class to open the list of billing classes available for the project.



Select the applicable billing class for the resource, and then click **Done**.

2. Select the **Construction worker** icon to adjust the billing class assignment for an individual activity or reason code. When you click the **Construction worker** icon, a menu opens and shows the billing class options for the project. The billing class assignment selected on the Assigned operational resources is selected by default.

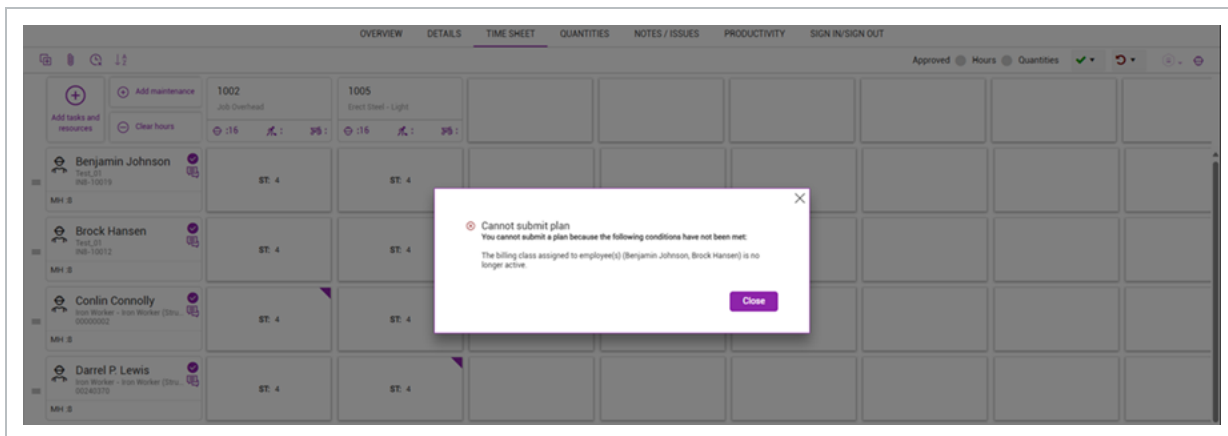


Billing classes can be made available to projects via integration from external systems using the Upsert ProjectEmployeeBilling Classes integration API. If using the Project employee assignment integration, billing class can be included for project assignment.

1.2.1.4 Rate code and Billing class status

Rate codes and billing class fields support the *Available* and *Unavailable* statuses from InEight Platform. This means changes to Rate code and Billing class statuses can be made in a daily plan.

A validation error shows when you try to approve timesheets when an unavailable rate code or billing class is selected. Values marked as *Unavailable* generally show only when they are selected prior to the status change.



The screenshot shows a table titled 'Billing classes' with the following columns: Billing class, Description, Vendor, Billing rate ST, Billing rate OT, Billing rate DT, and Status. The table contains one row with the following data:

| Billing class | Description | Vendor | Billing rate ST | Billing rate OT | Billing rate DT | Status |
|---|-----------------------|--------|-----------------|-----------------|-----------------|-------------|
| <input checked="" type="checkbox"/> Test_01 | Test_Billing_Class_01 | | \$10.00000 | \$15.00000 | \$20.00000 | Unavailable |

At the bottom of the table, there is a footer: © 2025 InEight Inc. Privacy Statement Terms & Conditions v.23.3

To resolve the validation error, select a different rate code or billing class under the timesheet's Labor hours window, or change the status of the billing class or rate code to *Available* from the project setup page.

1.2.1.5 Billing Class Output

Billing classes output to the Time Center application, if used by your company, can also be output via timecard integration. Both can also be reported on as part of the Daily Plan Timesheet report.

For a comparative analysis of billing classes versus other payroll options, see [Payroll Options Analysis](#).

1.3 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 | | |
| <input type="checkbox"/> | 01 | OPT | Operate Equipment | ON | ON | ON | ON | OFF | Operar maquinaria | | |
| <input type="checkbox"/> | 02 | | Work | ON | ON | ON | OFF | OFF | Trabajo | | |
| <input type="checkbox"/> | 03 | | Maintenance | ON | ON | ON | OFF | OFF | Mantenimiento | | |
| <input type="checkbox"/> | 04 | | Bereavement | ON | ON | ON | OFF | OFF | Luto | | |
| <input type="checkbox"/> | 05 | | Vacation | 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)

| | | | | | | | |
|--|------|---|---|---|---|---|---|
| Work No premiums assigned No Equipment Assigned | 4.00 |  |  |  |  |  |  |
| Operate Equipment(2) 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

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.



Nick J. Cole


Iron Worker - Iron Worker (Stru...)

00240641

✕

MH :8

ST: 8



JLG-1500SJ Manlift

ML-1000000

✕

MH :4

Operated: 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

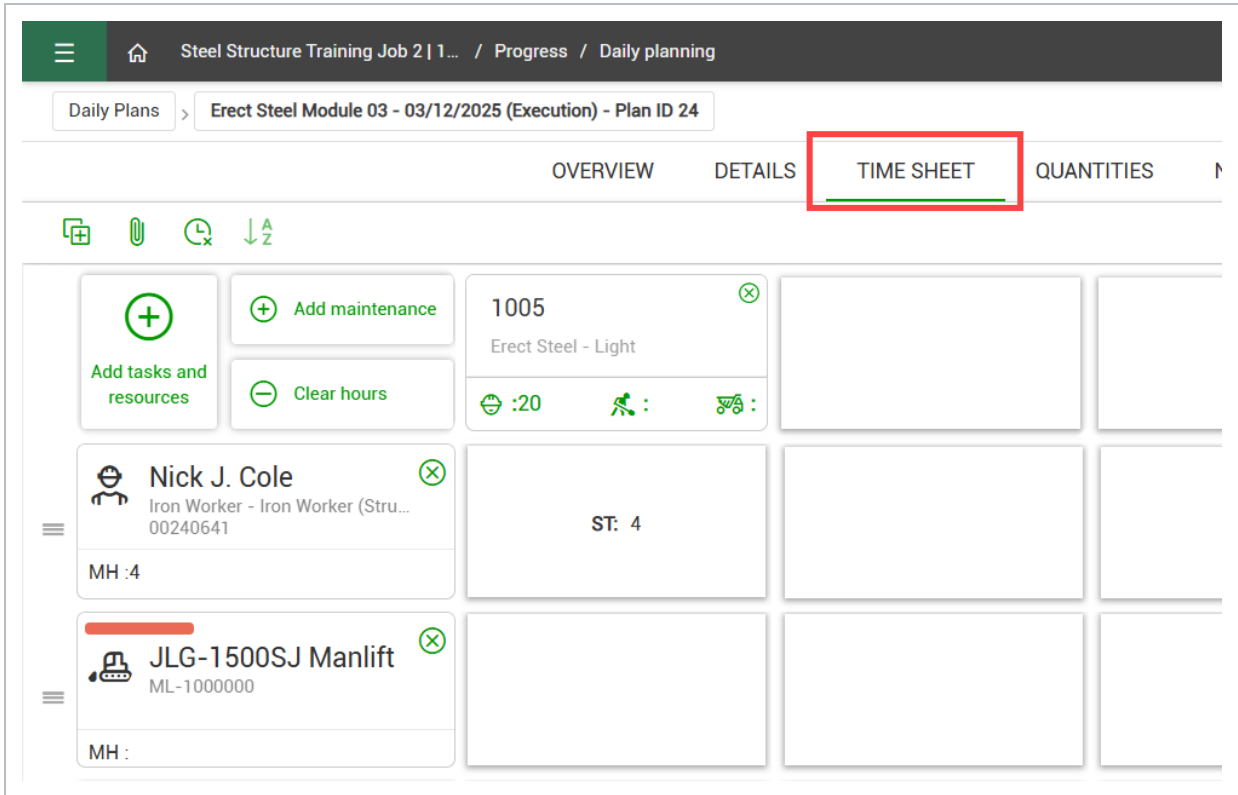
Plans

Timesheet

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

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 software interface for managing work hours. It features a grid of cards:

- Task Card:** Contains a green plus icon and the text "Add tasks and resources".
- Action Card:** Contains a green plus icon and the text "Add maintenance".
- Action Card:** Contains a green minus icon and the text "Clear hours".
- Equipment Card:** Shows "1005 Erect Steel - Light" with a close icon. Below it are icons for a clock (labeled ":20"), a person, and a truck.
- Employee Card:** Shows "Nick J. Cole" with a close icon. Below the name is "Iron Worker - Iron Worker (Stru... 00240641)" and "MH :4".
- Equipment Card:** Shows "JLG-1500SJ Manlift" with a close icon. Below the name is "ML-1000000" and "MH :".

A red rectangular box highlights the area where the reason code "ST: 4" is displayed, indicating the step where a user would select a reason code.

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, the 'Work' section is highlighted with a red box around a '+' icon. The 'Total labor hours' section is also visible. On the right, a 'Select work reason code' dialog box is open, showing a search bar and a list of options: 'Operate Equipment' (checked), 'Work', 'Maintenance', 'Bereavement', and 'Vacation'. 'Cancel' and 'Done' buttons are at the bottom right of the dialog.

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

The screenshot shows the 'Labor Hours' table. The 'Operate Equipment' row is highlighted with a red box around the '4' entered in the hours column. The table has columns for work type, hours, and various icons. A 'Clear all hours' link is at the bottom right.

| Work | Hours | Print | Equipment | Person | Tools | Clipboard | Close |
|--|-------|-------|-----------|--------|-------|-----------|-------|
| 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>+</p> <p>Add tasks and resources</p> | <p>+ Add maintenance</p> | <p>1005 ⊗</p> <p>Erect Steel - Light</p> <p>🕒 :24 🚧 : 🚛 :4</p> | | |
| | <p>- Clear hours</p> | | <p>ST: 8</p> | |
| | <p>Nick J. Cole ⊗</p> <p>Iron Worker - Iron Worker (Stru... 00240641</p> <p>MH :8</p> | | | |
| <p>JLG-1500SJ Manlift ⊗</p> <p>ML-1000000</p> <p>MH :4</p> | | <p>Operated: 4</p> | | |

1.4 DAILY PLAN REVIEW PAGE

In this topic, you will review the Daily Plan Review Page using InEight Progress.

1.4.1 What is the Daily Plan Review Page?

The Daily Plan Review Page is a log of every employee and equipment item assigned to a daily plan. The register provides a breakdown of which plan each resource is assigned to for a given date, as well as the planned and actual hours for each of those plans. However, when opened you will only be able to see the resources for the daily plans that you are assigned to as either an engineer or a superintendent.

1.4.2 Why use the Daily Plan Review Page?

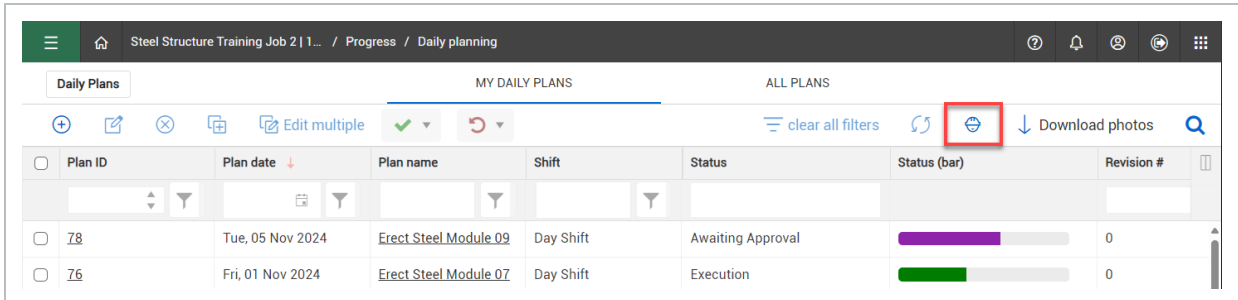
In addition to tracking which projects each resource is assigned to and the planned and actual hours for those plans, the Daily Plan Review Page also looks for conflicts. For example:

- If an employee is assigned to multiple daily plans for a single day, the register flags that employee by highlighting it yellow
- If an employee's total actual or planned hours exceeds the project's maximum threshold for hours worked in a single day, the register will flag that employee by highlighting it red
- If an employee is highlighted in green, then there are no conflicts identified

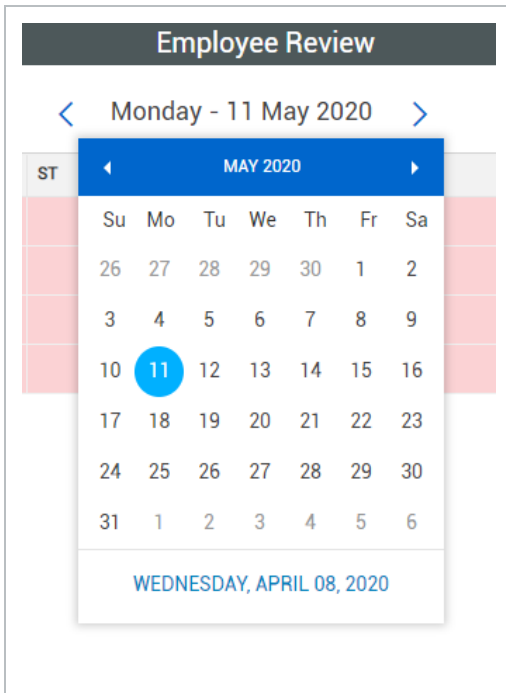
The following Step by Step walks you through how to access the Daily Plan Review Page.

Open the Daily Plan Review Page

- From the top toolbar of the Daily Planning register, click the **Daily Plan Review** icon.



- Click on the **date** near the top of the page. Select the date assigned to your daily plan from the drop-down calendar.

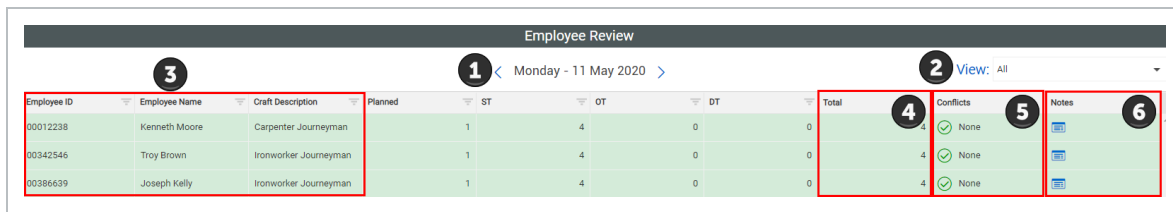


Overview - Daily Plan Review Page

| Title | Description |
|----------|---|
| 1 Date | Where you can change the date to view employees for different days. |

Overview - Daily Plan Review Page (continued)

| Title | Description |
|------------------------|---|
| 2 View Menu | Drop-down where you can change the viewset to view either all employees or just those with conflicts. |
| 3 Employee Information | Contains all information for the employee as far as ID, Name and Craft Description. |
| 4 Employee Hours | Contains all planned and actual hours (including ST, OT, and DT). |
| 5 Conflicts | Notes any conflicts for any given employee. |
| 6 Notes | If any notes are associated to an employee, you view them here. |



1.4.3 Edit Submitted Daily Plan

Scenario

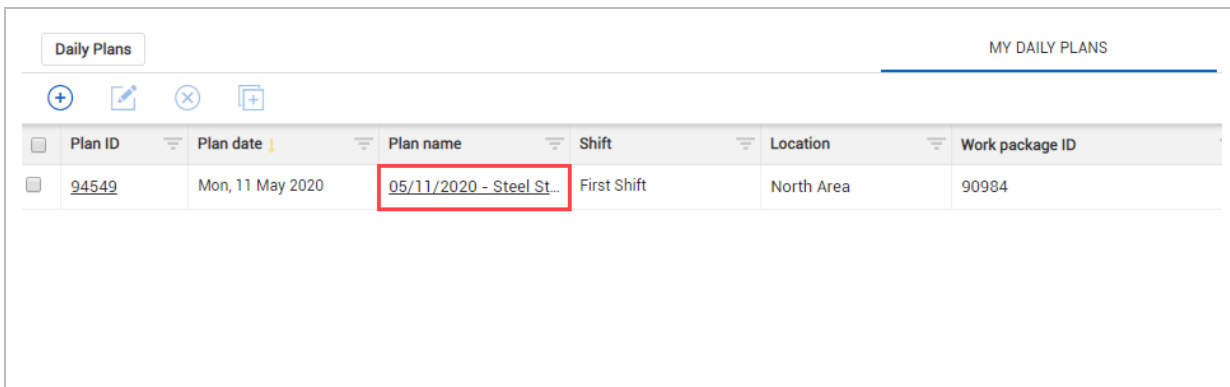
Upon review of the employee register, it appears that your employee, Joseph Kelly, has had his time entered into two separate daily plans. You now need to go back into your daily plan and zero out his hours to avoid him receiving double pay.

In a scenario like the one described above, a simple mistake becomes a prime example of why the reviewing of the Employee Register is an integral step before approving a daily plan.

The following Step by Step walks you through how to reject an employee’s signout, modify their actual hours, and re-sign them out on their behalf.

Adjust the Hours of a Signed Out Employee

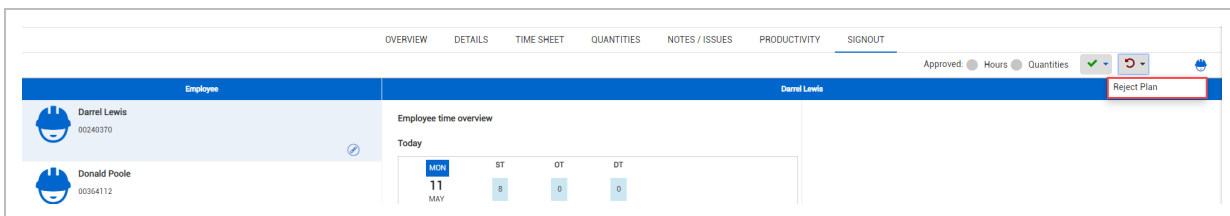
1. From the Daily Plans home page, open your daily plan.



Daily Plans MY DAILY PLANS

| Plan ID | Plan date | Plan name | Shift | Location | Work package ID |
|---------|------------------|--------------------------|-------------|------------|-----------------|
| 94549 | Mon, 11 May 2020 | 05/11/2020 - Steel St... | First Shift | North Area | 90984 |

2. Click on the **Signout** tab.
3. Select the employee whose hours you want to adjust, then click on the **Reject** icon on the right.



OVERVIEW DETAILS TIME SHEET QUANTITIES NOTES / ISSUES PRODUCTIVITY SIGNOUT

Approved Hours Quantities

Employee: Darrel Lewis (00240370)

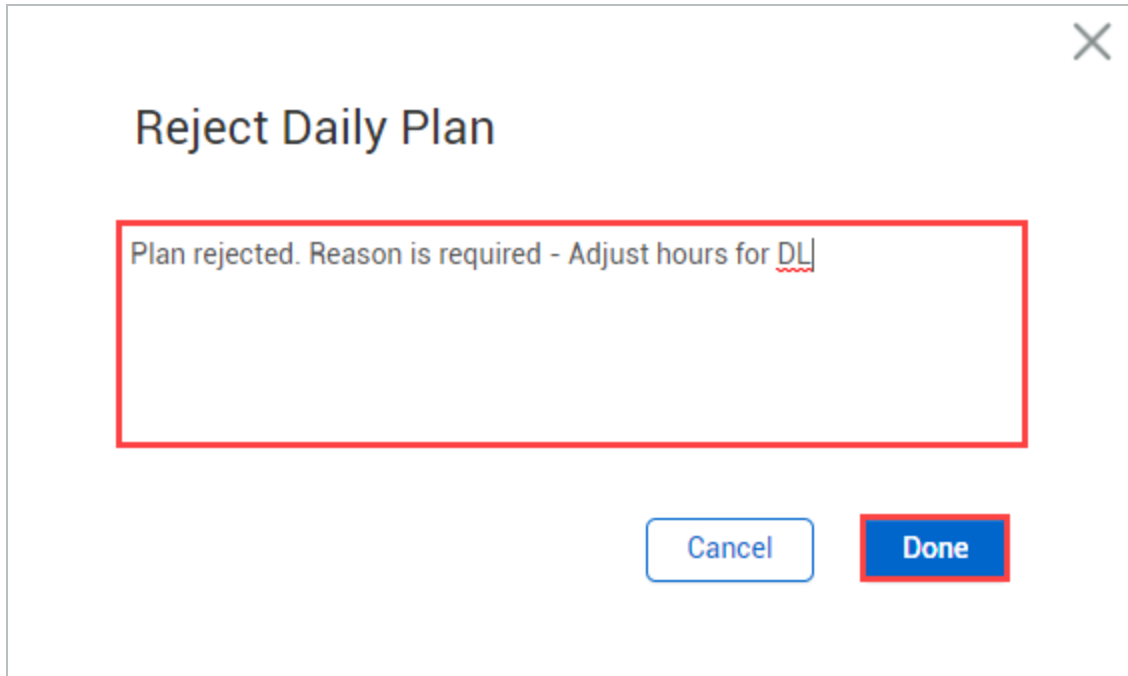
Employee time overview

Today: MON 11 MAY, ST 8, OT 0, DT 0

Reject Plan

- You should get a pop-up window asking for a reason for rejection

4. Enter a reason for rejection and click **Done**.



5. Click **Yes**.
6. Select the **Time sheettab**.
7. Click in the entry cell for the worker whose hours you want to adjust.

The screenshot shows a task card for '1006 Bolted Connections' with MH: 42 and EQ: 8. Below the task card is a grid of employee hours. The employees listed are Kenneth Moore (MH: 8), Troy Brown (MH: 8), and Joseph Kelly (MH: 8). The cell for Joseph Kelly is highlighted with a red border, indicating it is the focus of the next step.

8. Adjust their hours and click **Done**.









The 'Employee hours' dialog box shows the following data:

| Time calculations | Planned | Actual |
|-------------------|---------|--------|
| ST | 8 | 8 |
| OT | | 2 |
| DT | | |
| Total | | 10 |

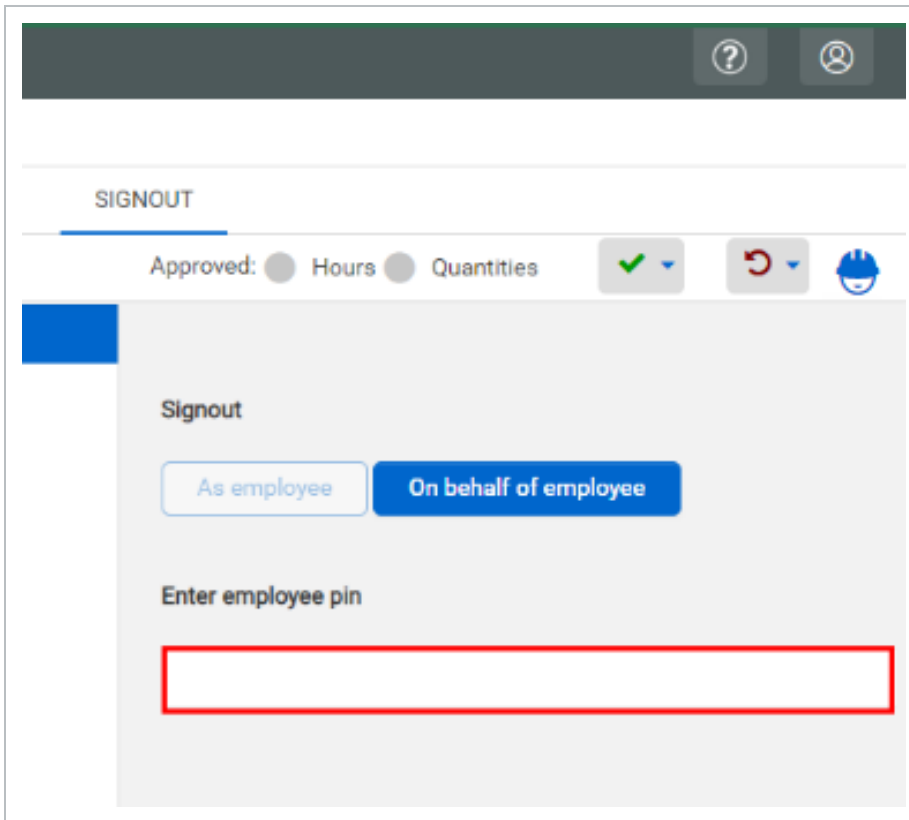
A red arrow points to the 'Actual' cell for 'ST', which contains the value '2'. The dialog box also includes 'Clear', 'Cancel', and 'Done' buttons.

9. Select the **Signout** tab.

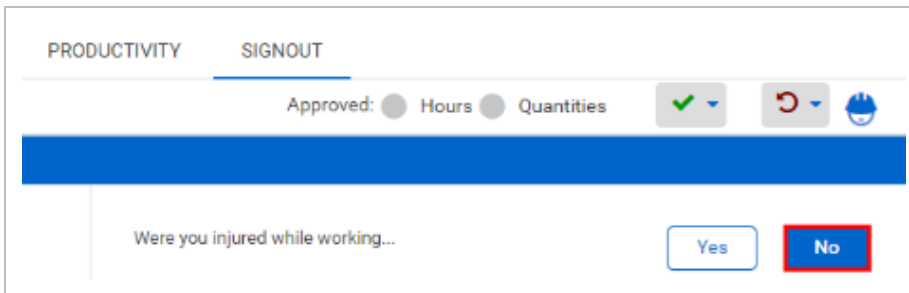
10. Select the employee whose hours you've adjusted from the employee list on the left.

| Employee | |
|--|---|
|  Darrel Lewis 00240370 |  |
|  Donald Poole 00364112 |  |
|  Kurt Fleming (Zero Hours) 00000000 |  |
|  Nick Cole 00240641 |  |

11. Enter the appropriate pin in the **Enter employee pin field**.



12. Answer the signout questions.



13. Click **Done**.

1.5 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 | | |
| <input type="checkbox"/> | 01 | OPT | Operate Equipment | ON | ON | ON | ON | OFF | Operar maquinaria | | |
| <input type="checkbox"/> | 02 | | Work | ON | ON | ON | OFF | OFF | Trabajo | | |
| <input type="checkbox"/> | 03 | | Maintenance | ON | ON | ON | OFF | OFF | Mantenimiento | | |
| <input type="checkbox"/> | 04 | | Bereavement | ON | ON | ON | OFF | OFF | Luto | | |
| <input type="checkbox"/> | 05 | | Vacation | 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)

| | | | | | | | |
|---|------|---|---|---|---|---|---|
| Work No premiums assigned No Equipment Assigned | 4.00 |  |  |  |  |  |  |
| Operate Equipment(2) 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

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.



Nick J. Cole


Iron Worker - Iron Worker (Stru...)

00240641

✕

MH :8

ST: 8



JLG-1500SJ Manlift

ML-1000000

✕

MH :4

Operated: 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

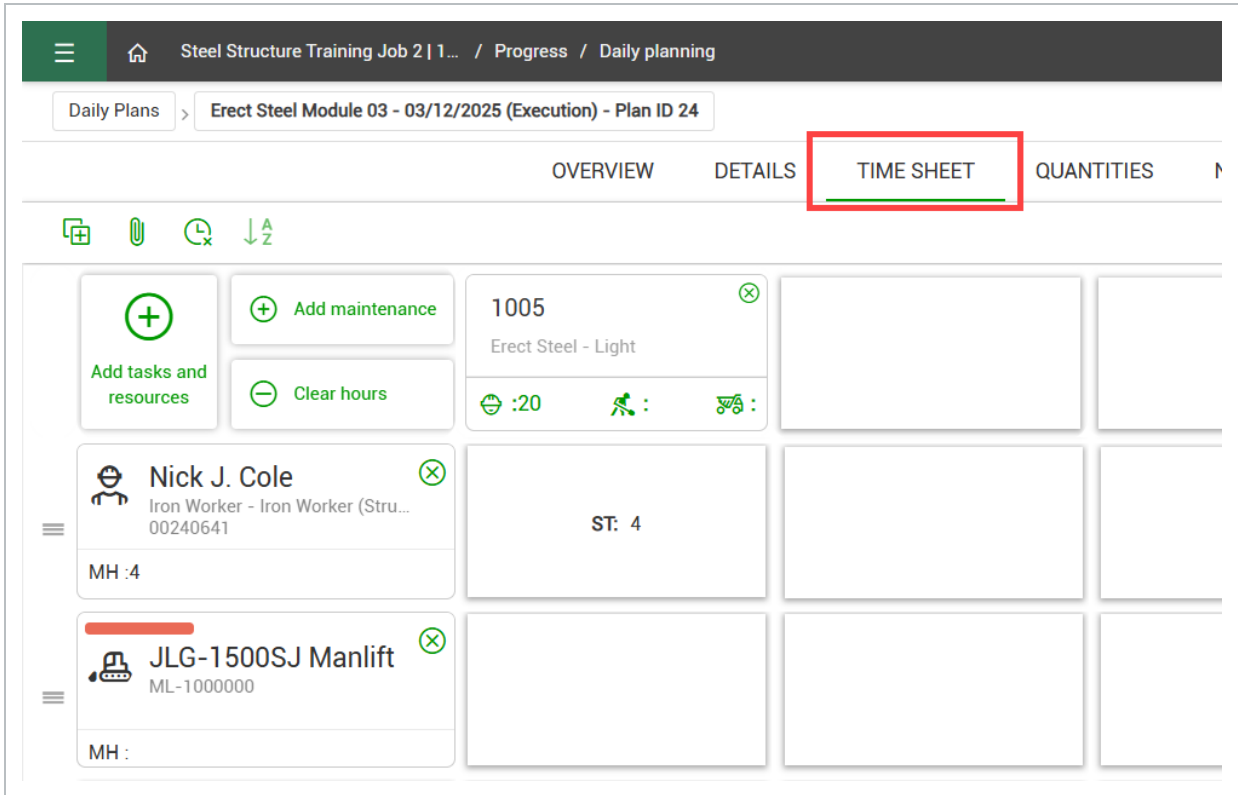
Plans

Timesheet

| | | | | |
|---|--|---------------------|---------|--------|
| | | 1005 | | |
| | | Erect Steel - Light | : 24:00 | : 4:00 |
| Nick J. Cole - Iron Worker (Structural) 00240641 Σ : 8:00 | | ST: 8:00 | | |
| JLG-1500SJ Manlift ML-1000000 Σ : 4:00 | | Operated: 4:00 | | |
| | | | | |

Link employees and equipment

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



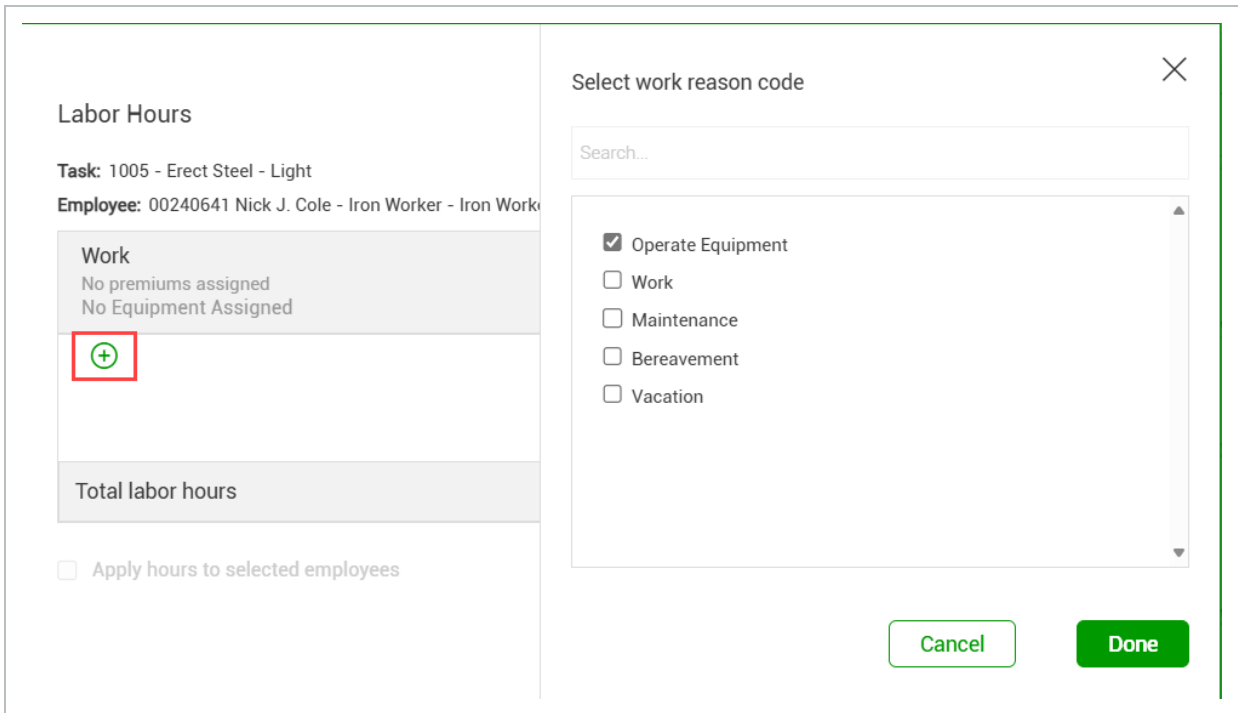
2. Click the **Labor Hours tile** for an employee.

The screenshot displays a software interface for managing work hours. It features a grid of cards:

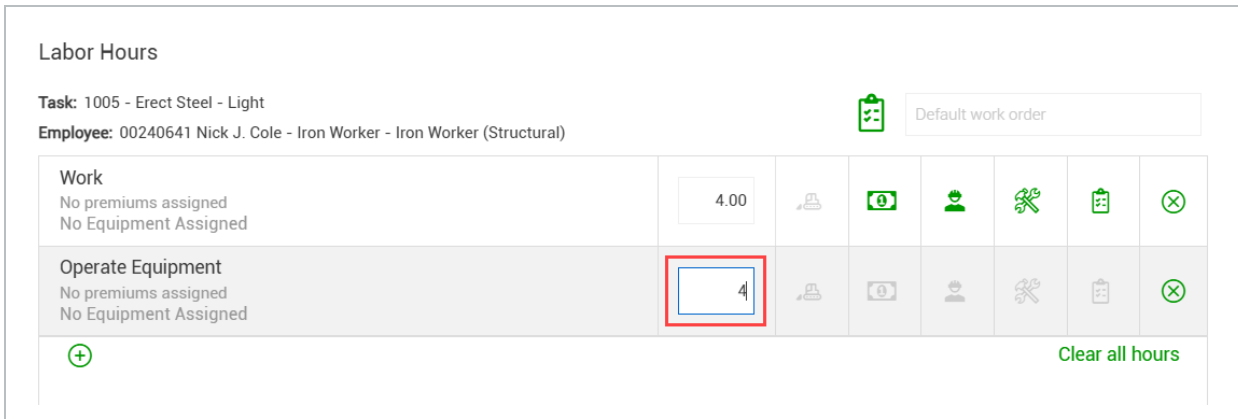
- Task Card:** Contains a green plus icon and the text "Add tasks and resources".
- Action Card:** Contains a green plus icon and the text "Add maintenance".
- Action Card:** Contains a green minus icon and the text "Clear hours".
- Equipment Card:** Displays "1005 Erect Steel - Light" with a close icon. Below it are icons for a clock, a person, and a truck, each followed by a colon and a space.
- Employee Card:** Displays "Nick J. Cole" with a close icon. Below the name is "Iron Worker - Iron Worker (Stru... 00240641)". A section below the name shows "MH :4".
- Equipment Card:** Displays "JLG-1500SJ Manlift" with a close icon. Below the name is "ML-1000000". A section below the name shows "MH :".

A red rectangular box highlights the area where the reason code "ST: 4" is displayed, indicating the step where a user would select a reason code.

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



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



- 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

Cancel Done

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

CHAPTER 2 – 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](#).

2.1 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.

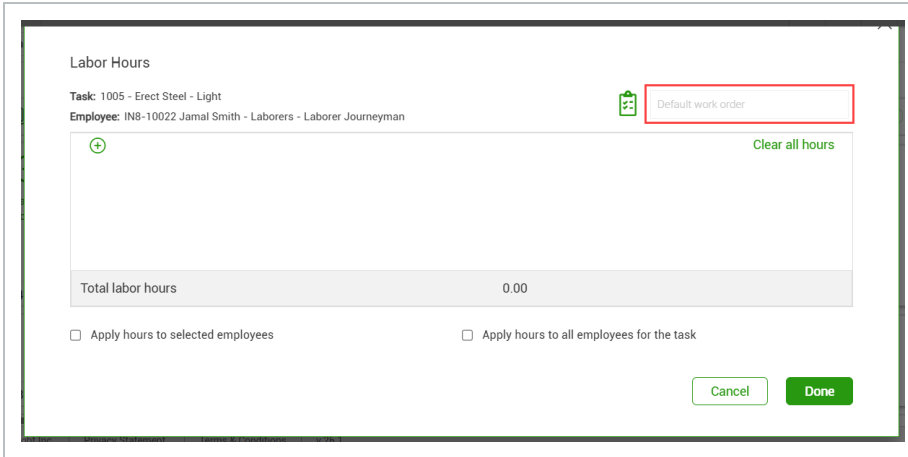
Operational work orders are used to track employee hours worked on specific tasks managed through work orders, such as on-site maintenance or building repairs. Maintenance work orders are used to track work performed on equipment items, such as scheduled maintenance or repairs.

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.

The screenshot displays the 'TIME SHEET' tab of a software interface. At the top, there are navigation tabs: OVERVIEW, DETAILS, TIME SHEET (selected), QUANTITIES, NOTES / ISSUES, and PRODI. Below the tabs are several icons: a calendar, a paperclip, a clock, and a downward arrow. The main area is a grid with columns for tasks and rows for employees. The first row contains two task cards: '1005 Erect Steel - Light' and '1071 Concrete'. Each task card has a green plus icon and a green minus icon. Below the task cards are two employee cards: 'Jamal Smith' (Laborers - Laborer Journeyman, IN8-10022, MH:0) and 'Gabriela Trujillo' (Iron Worker - Iron Worker (Stru..., IN8-10010, MH:4). A red box highlights the 'Add tasks and resources' button in the first row, first column.

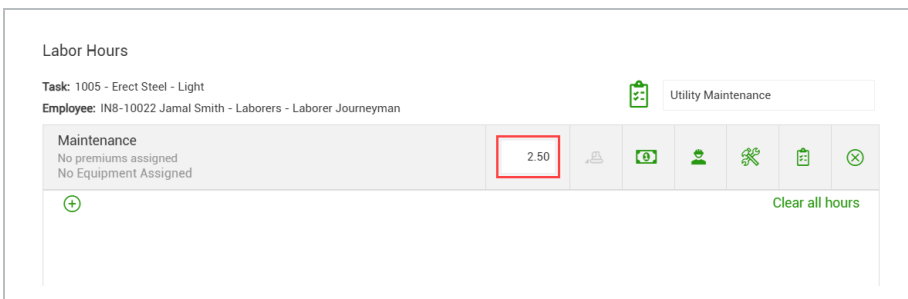
3. In the **Default work order** field, enter a default name for the work orders on this time card.



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.

Labor Hours

Task: 1071 - Concrete
Employee: IN8-10010 Gabriela Trujillo - Iron Worker - Iron Worker (Structural)

📅 Default work order

| | | | | | | | |
|--|------|--|--|--|--|--|--|
| Work No premiums assigned No Equipment Assigned | 4.00 | | | | | | |
| Maintenance(2) No premiums assigned No Equipment Assigned | 2.00 | | | | | | |

+ Clear all hours

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.

C-XYZ / Progress / Time center

EMPLOYEES EQUIPMENT

Today All projects

Time card reallocation

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

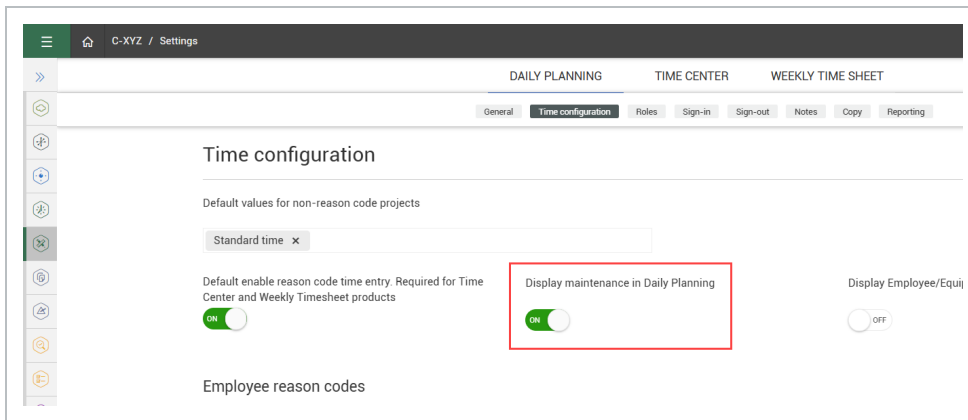
| | Plan ID | Time card... | Employ... | Employee na... | Task ID | Task d... | Operational work order | Date |
|--------------------------|---------|--------------|-----------|-------------------|----------------|-------------------|------------------------|------------|
| <input type="checkbox"/> |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

2.2 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.

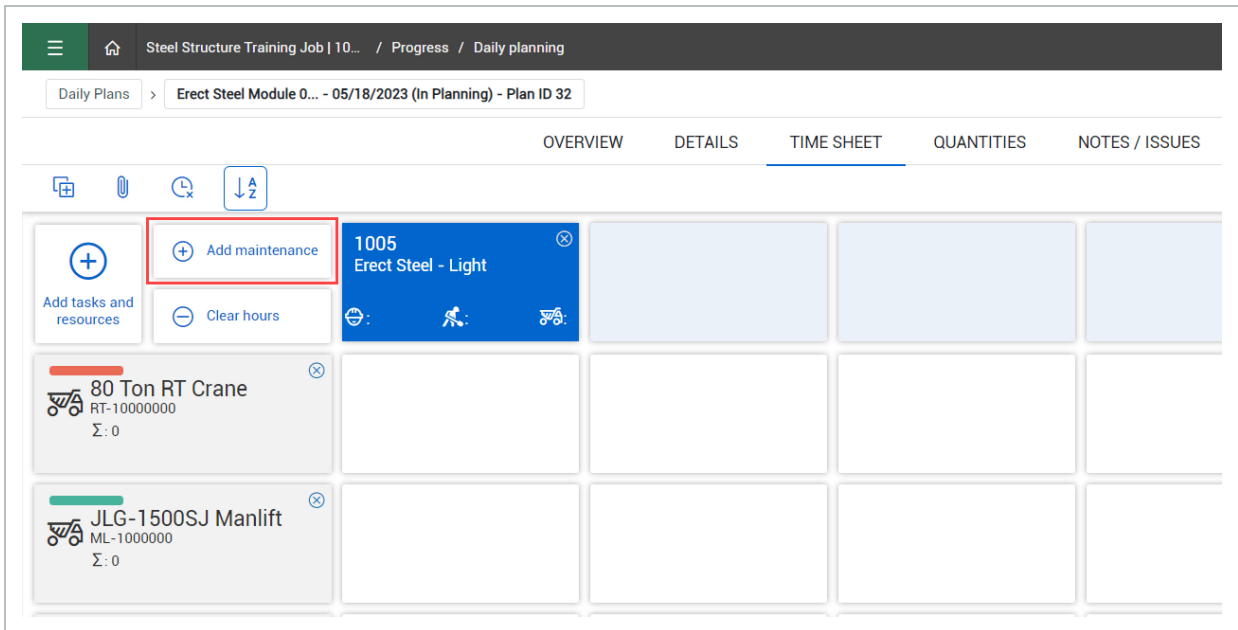
To track maintenance work orders, the organization setting Display maintenance in Daily Planning must be turned *On*.



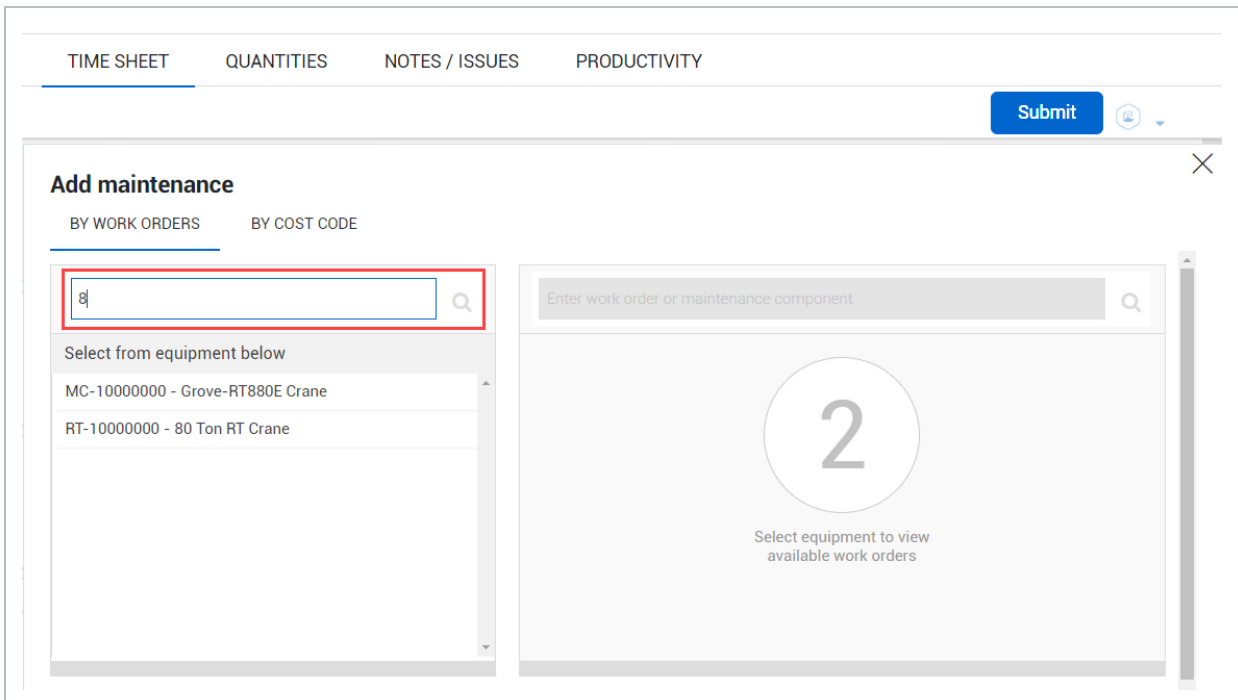
For regular maintenance milestones, you can set up maintenance work orders through your ERP system. For other work orders, such as unplanned maintenance or repairs, you can add maintenance hours by cost code.

Add ERP maintenance work orders to a daily plan

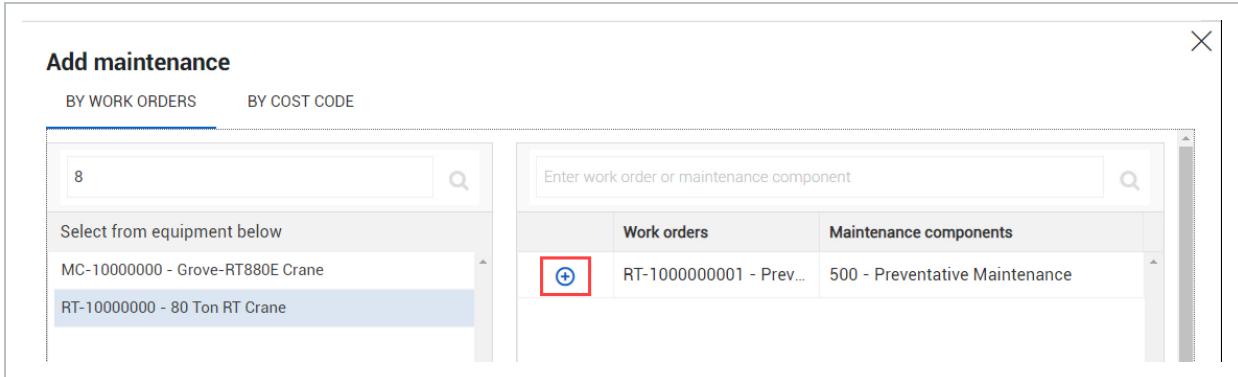
1. Open the **Time Sheet** tab on a daily plan.
2. Click the **Add maintenance** button.



- 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.

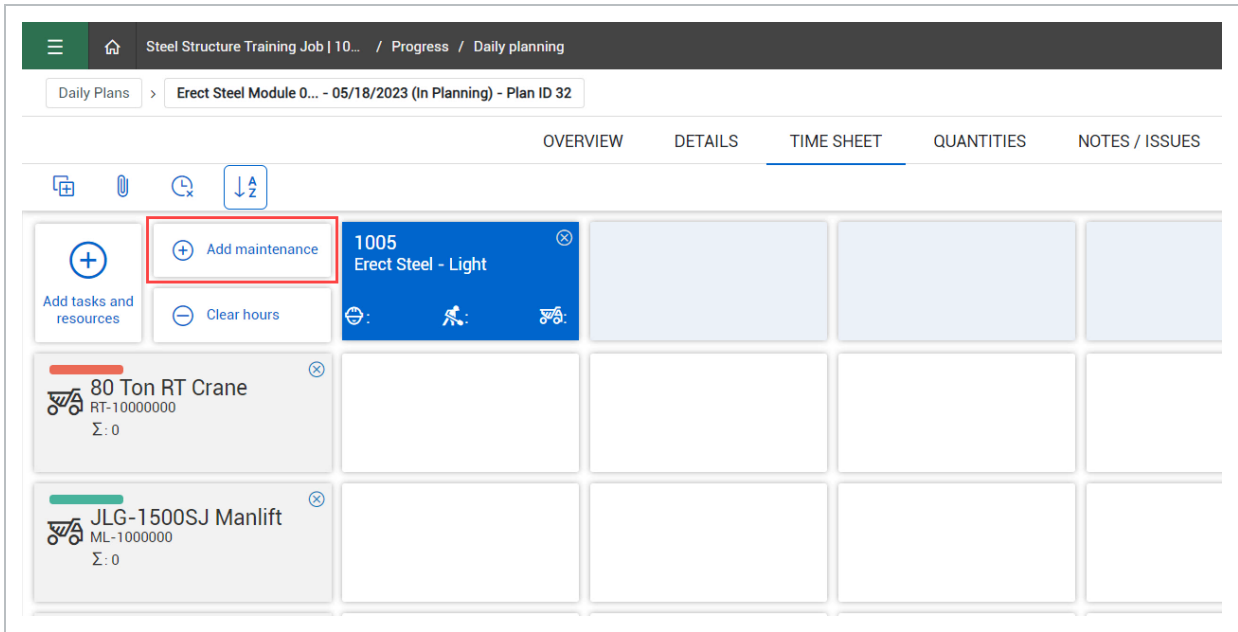
OVERVIEW DETAILS **TIME SHEET** QUANTITIES

Add tasks and resources Add maintenance Clear hours

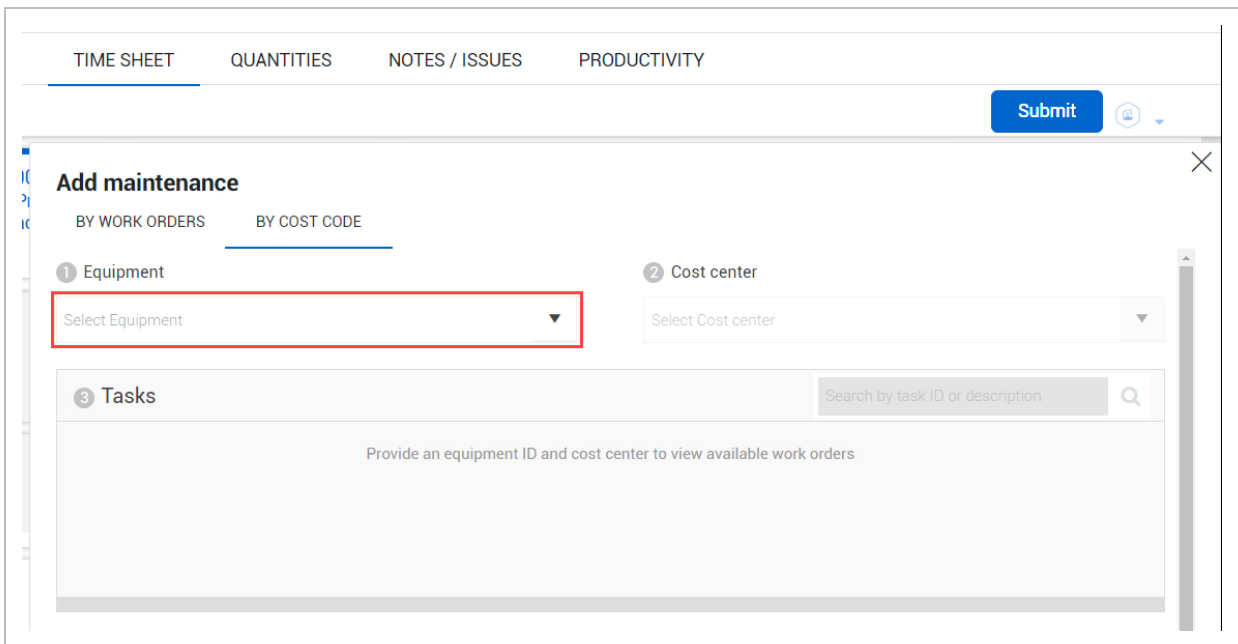
| Task | Resource | Time | Time |
|---|----------|------|------|
| 1005 Erect Steel - Light EQ ID : RT-10000000 RT-1000000001 - Preventative Maintenance | | | |
| 80 Ton RT Crane RT-10000000 Σ: 0 | | | |
| JLG-1500SJ Manlift ML-1000000 Σ: 0 | | | |
| Donald Poole Laborers - Lab... 00364112 Σ: 0 | | | |
| Nick J. Cole Iron Worker - Ir... 00240641 Σ: 0 | | | |

Add work orders by cost code

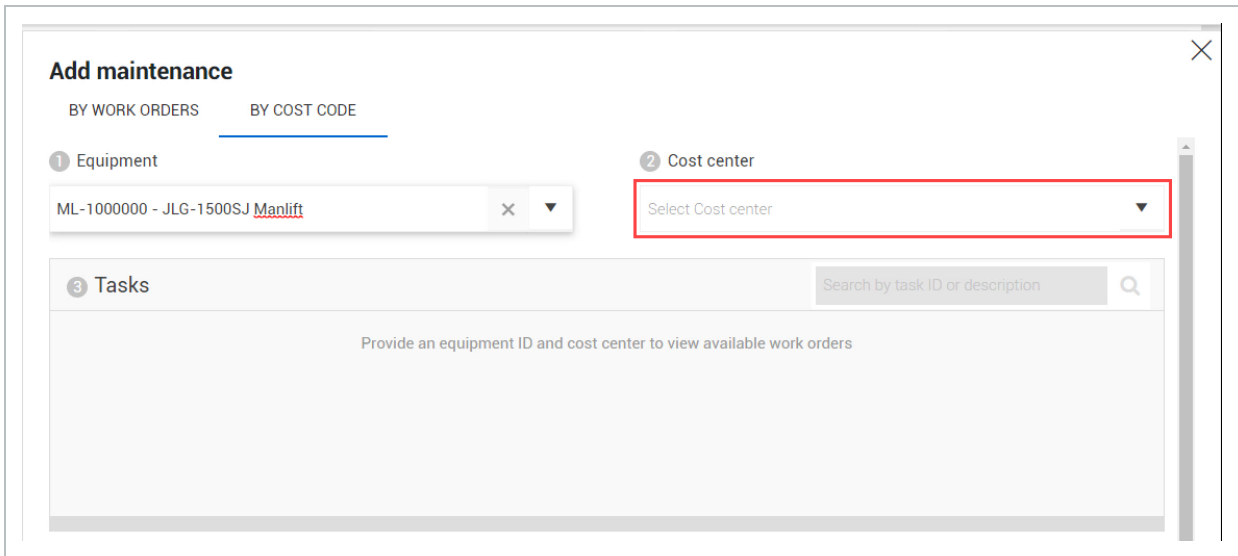
1. Open the **Time Sheet** tab on a daily plan.
2. Click the **Add maintenance** button.



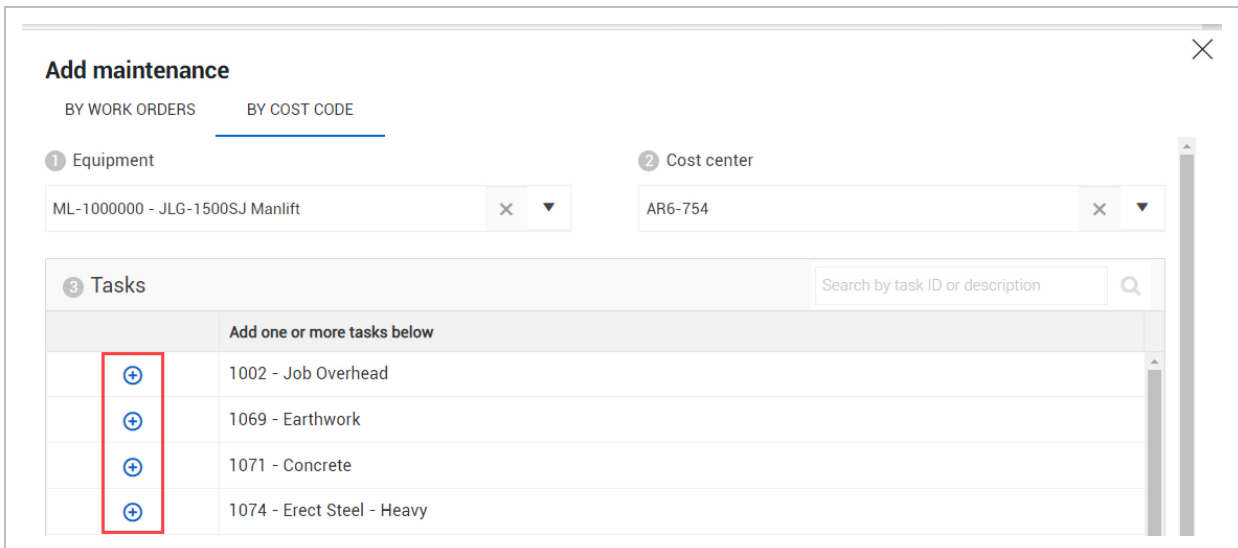
- 3. In the Add maintenance slide-out panel, open the **By Cost Code** tab.
- 4. Select an equipment item from the Equipment drop-down list.



- 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 |
|---|--|------------------------------------|---|---|------------|----------------|
|     | | 1005 Erect Steel - Light | EQ ID : RT-10000000 RT-1000000001 - Preventative Maintenance | EQ ID : ML-10000000 1005 - Erect Steel - Light | | |
|  80 Ton RT Crane RT-10000000 Σ: 0 | | | | | | |
|  JLG-1500SJ Manlift ML-10000000 Σ: 0 | | | | | | |
|  Donald Poole Laborers - Lab... 00364112 Σ: 4 | | | ST: 4 | | | |
|  Nick J. Cole Iron Worker - Ir... 00240641 Σ: 0 | | | | | | |

2.3 TIME CARD MANAGEMENT

2.3.1 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.

2.3.2 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

2.3.2.1 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 |

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

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

2.3.2.2 Correcting Issues Outside of Time Center

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

| 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 1st 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.

2.3.2.3 Correcting Issues in Time Center

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

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

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

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

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

2.3.2.4 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.

| Time card ID | Employee ID | Employee name | Notes | Trade description | Override craft | Override craft |
|--------------|-------------|-------------------|-------|----------------------------|----------------|----------------|
| 125887 | 162769 | Rawle M Alexander | | | | |
| 127643 | 1115800 | A Sam | | QC Coordinator/Inspecto... | 3QAP3 | QA/QC Coord |
| 127647 | 1115800 | A Sam | | | | |
| 127656 | 1115800 | A Sam | | | | |
| 127687 | 0046 | Ajay Aj | | | | |
| 127690 | 0046 | Ajay Aj | | | | |
| 127695 | 0046 | Ajay Aj | | | | |
| 129094 | 1018552 | Nick v | | | | |
| 129098 | 1018552 | Nick v | | | | |
| 129437 | 1144018 | Colin robert | | | | |
| 129439 | 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.

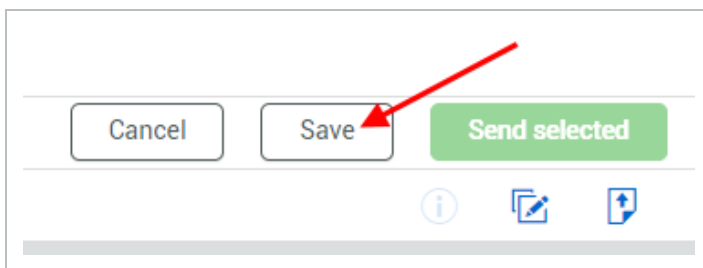
You can also assign or correct premiums. There are identified premiums (created at the project level) from which you can choose.

| 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.

2.3.3 Saving Changes

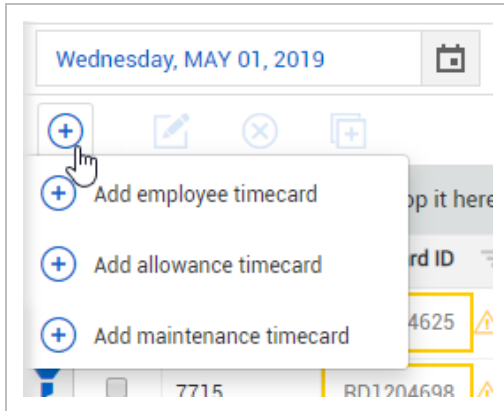
As you make changes, be sure to click **Save** in the upper right-hand corner to save your edits.



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

2.3.4 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 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 buttons for "Cancel", "Save", and "Send selected". 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 and a text input; "Employee" with a text input; "Task" with a text input; "Reason code" with a dropdown and "Hours" with a text input; "Override craft" with a dropdown and "Uplift override" with a toggle switch; and "Premiums" with a text input. 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.

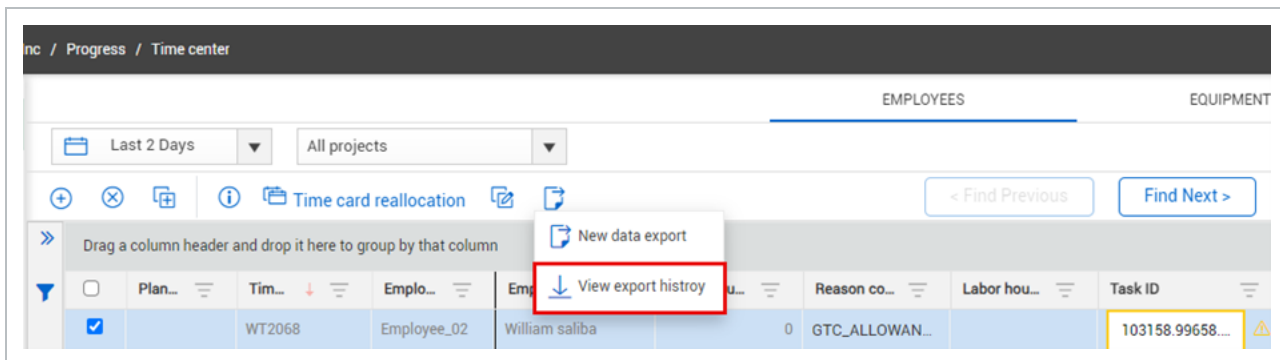
2.3.5 Delete Time Card

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

| 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 |

2.3.6 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 | Prasanth PR | 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 | Prasanth PR | 06/19/2024 |

2.3.7 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.

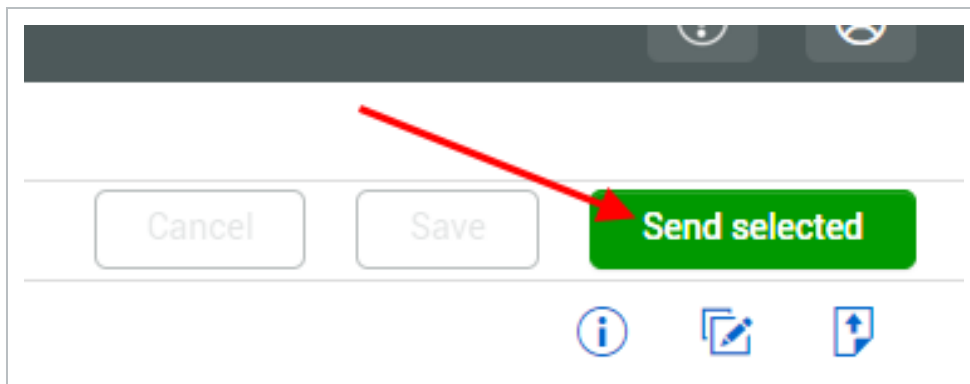
If you leave the Old task field blank, you can reallocate all selected time cards to one new task. This is a many-to-one reallocation. If you select a task in the Old task field, only time cards with that task are reallocated. To do a many-to-many reallocation, you must perform multiple reallocations.

2.3.8 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"/> | <u>7953</u> | RD1230708 | 10429508 | Allen Robert |
| <input checked="" type="checkbox"/> | <u>7953</u> | RD1230720 | 10429508 | Allen Robert |
| <input checked="" type="checkbox"/> | <u>7953</u> | RD1230751 | 10429508 | Allen Robert |

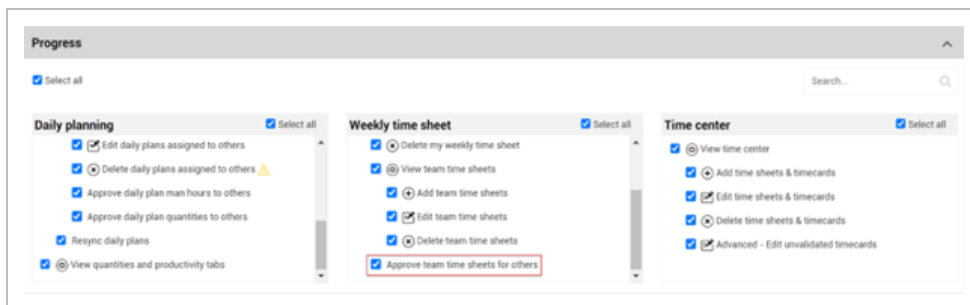
With the time cards selected, click the **Send Selected** button.



This sends the selected time cards to your Payroll system.

2.3.9 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.




2.3.9.5 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 | Pla |
|--------------------------|----------------------|--------------|-------------|---------------|---|--------------------|-----|
| <input type="checkbox"/> | 7301 | PI12548 | 040404 | Ajay Ananthan | 0 | Sent - current | Ap |
| <input type="checkbox"/> | 7301 | RD1176628 | 1115801 | A Josh | 1  | Sent - current | Ap |