

PROGRESS USER GUIDE

Advanced



PROGRESS

Release 26.5
Last Updated: 07 July 2026

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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
☐	Foreman			Labor		true	Available
☐	Lead hand			Labor		true	Available
☐	Night			Labor		true	Available
☐	First Aid			Labor		true	Available

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

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

Assign premiums

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

4:34 PM Fri Dec 12

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

Submit
Execution

Reorder

Timesheet

Tasks & resources
Maintenance
Timesheet cleanup

1005
Erect Steel - Light
16:00 4:00

Conlin Connolly - Iron Worker (Structural)
00000002
Σ: 0:00

Darrel P. Lewis - Iron Worker (Structural)
00240370
Σ: 8:00

Nick J. Cole - Iron Worker (Structural)
00240641
Σ: 8:00

JLG-1500SJ Manlift
ML-1000000
Σ: 4:00

ST: 8:00

ST: 8:00

Operated: 4:00

2. Click the **Premium** icon.

Cancel Labor hours Done

Task: 1005 - Erect Steel - Light
Employee: 00000002 - Conlin Connolly - Iron Worker (Structural)

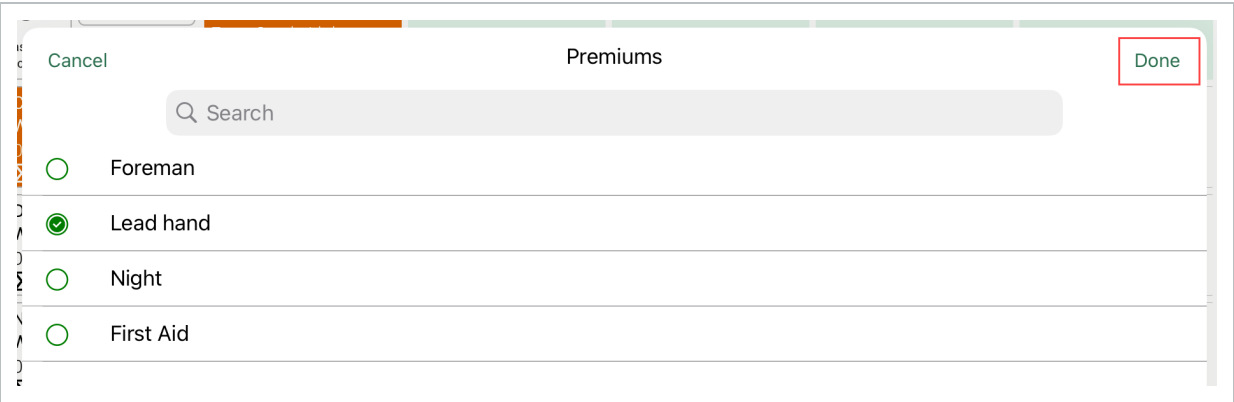
Work
No premiums assigned
No equipment assigned
No work order specified

8

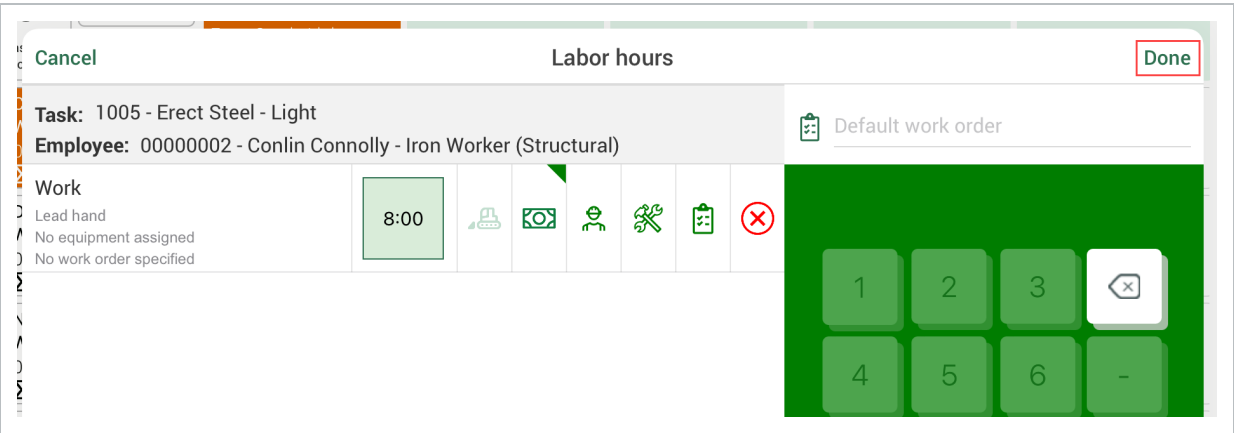
Default work order

1 2 3
4 5 6

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**.

Time configuration

Default values for non-reason code projects

Standard time x

Default enable reason code time entry. Required for Time Center and Weekly Timesheet products ☒

Display maintenance in Daily Planning ☒

Display Employee/Equipment billing class and rate codes ☒

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.

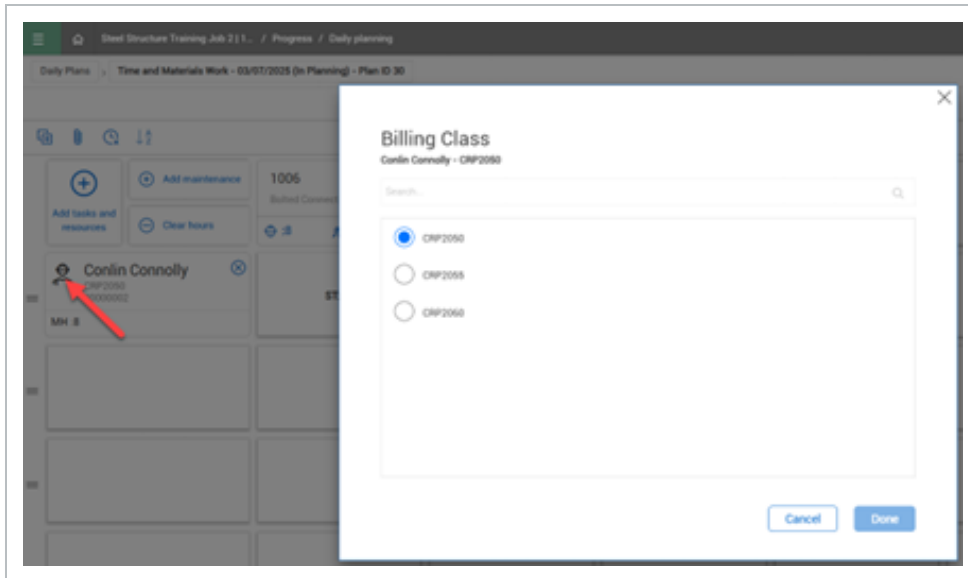
EMPLOYEES EQUIPMENT						
Billing class ↑	Description	Vendor	Billing rate ST	Billing rate OT	Billing rate DT	
☐ CRP2050	Carpenter General Foreman		\$50.00000	\$75.00000	\$100.00000	
☐ CRP2055	Carpenter Foreman		\$40.00000	\$60.00000	\$80.00000	
☐ CRP2060	Carpenter Journeyman		\$30.00000	\$45.00000	\$60.00000	

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

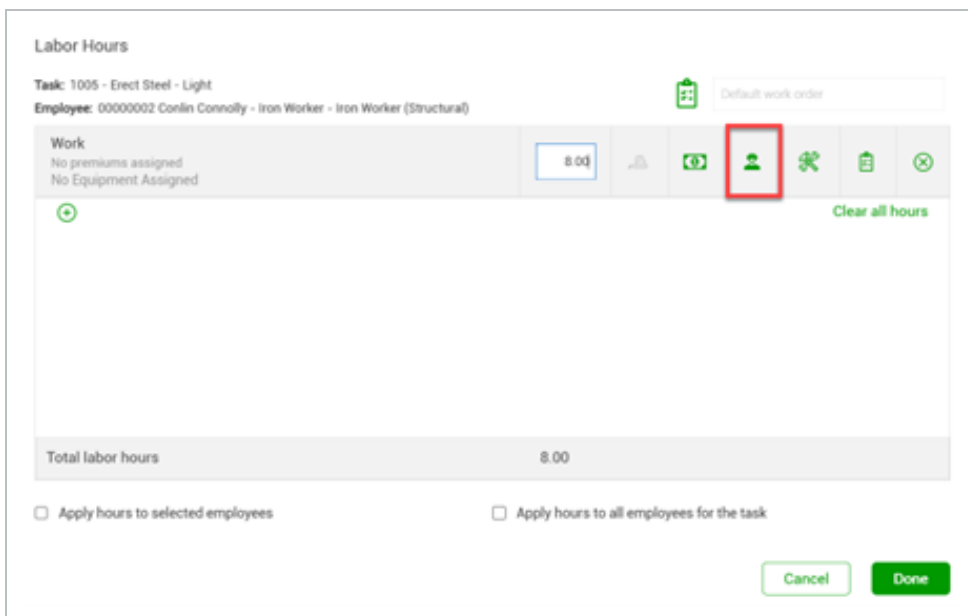
code- configured project, you can select the value in two different methods:

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.

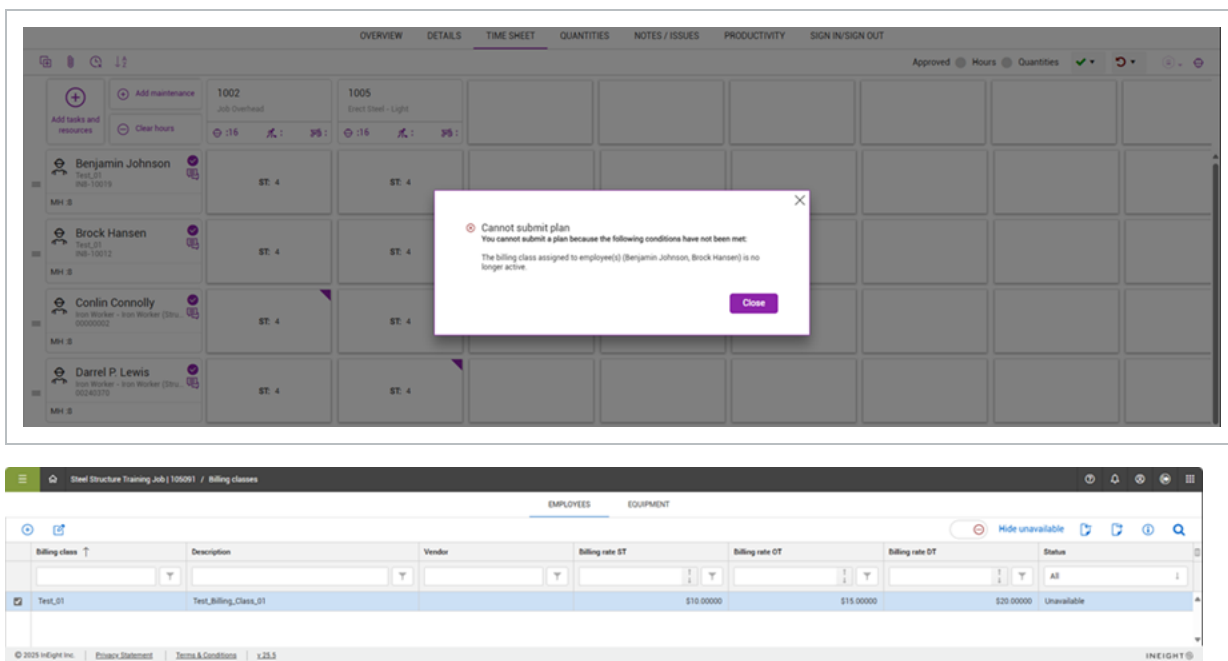


Billing classes can be made available to projects via integration from external systems using the Upsert ProjectEmployeeBilling Classes integration API. If using the Project employee assignment integration, billing class can be included for project assignment.

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.



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	
☐	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

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



JLG-1500SJ Manlift
 ML-1000000



MH :4

ST: 8

Operated: 4

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

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Link employees and equipment

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

The screenshot shows the 'Time Sheet' tab selected in the software interface. The breadcrumb trail at the top reads: 'Steel Structure Training Job 2 | 1... / Progress / Daily planning'. Below this, the 'Daily Plans' section shows 'Erect Steel Module 03 - 03/12/2025 (Execution) - Plan ID 24'. The main navigation bar includes 'OVERVIEW', 'DETAILS', 'TIME SHEET' (highlighted with a red box), and 'QUANTITIES'. On the left side, there are three main resource cards: 1. A card with a green plus icon and the text 'Add tasks and resources'. 2. A card for 'Nick J. Cole', an 'Iron Worker - Iron Worker (Stru...)' with ID '00240641', showing 'MH :4'. 3. A card for 'JLG-1500SJ Manlift', model 'ML-1000000', showing 'MH :'. The main area displays a grid of task tiles. The first tile is for task '1005', 'Erect Steel - Light', with a duration of ':20' and icons for a worker and a manlift. Below this, there are empty tiles for 'ST: 4' and other tasks.

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

 Add tasks and resources	 Add maintenance  Clear hours	1005  Erect Steel - Light  :20  :  :	
 Nick J. Cole  Iron Worker - Iron Worker (Stru... 00240641 MH :4	ST: 4		
 JLG-1500SJ Manlift  ML-1000000 MH :			

- 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' dialog box. On the left, the 'Task' is '1005 - Erect Steel - Light' and the 'Employee' is '00240641 Nick J. Cole - Iron Worker - Iron Worker'. Below this, there is a 'Work' section with 'No premiums assigned' and 'No Equipment Assigned'. A red box highlights a green '+' icon. At the bottom, there is a 'Total labor hours' section and a checkbox for 'Apply hours to selected employees'. On the right, the 'Select work reason code' modal is open, showing a search bar and a list of codes: 'Operate Equipment' (checked), 'Work', 'Maintenance', 'Bereavement', and 'Vacation'. 'Cancel' and 'Done' buttons are at the bottom right of the modal.

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 'Task' is '1005 - Erect Steel - Light' and the 'Employee' is '00240641 Nick J. Cole - Iron Worker - Iron Worker (Structural)'. There is a 'Default work order' dropdown. The table has two rows: 'Work' and 'Operate Equipment'. The 'Operate Equipment' row is highlighted, and a red box highlights the '4.00' value in the 'Hours' column. Below the table, there is a green '+' icon and a 'Clear all hours' link.

Work	Hours	Print	Copy	Person	Equipment	Calendar	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 hours8.00

☐ 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.

OVERVIEWDETAILSTIME SHEETQUANTITIES

<

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?

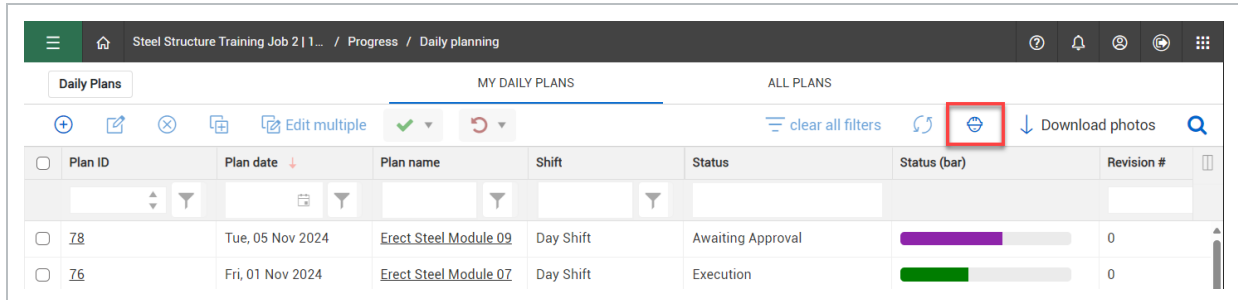
In addition to tracking which projects each resource is assigned to and the planned and actual hours for those plans, the Daily Plan Review Page also looks for conflicts. For example:

- 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

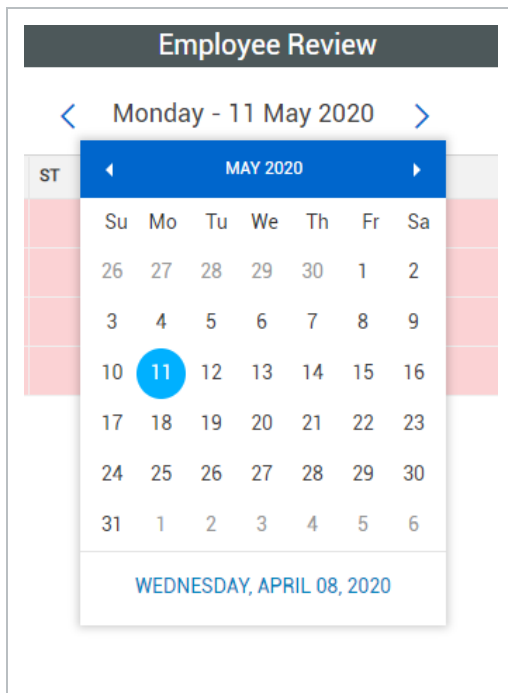
The following Step by Step walks you through how to access the Daily Plan Review Page.

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.

The screenshot shows the 'Employee Review' interface. Callout 1 points to the date filter 'Monday - 11 May 2020'. Callout 2 points to the 'View: All' dropdown. Callout 3 points to the employee information columns (Employee ID, Employee Name, Craft Description). Callout 4 points to the employee hours columns (Planned, ST, OT, DT, Total). Callout 5 points to the Conflicts column. Callout 6 points to the Notes column.

Employee ID	Employee Name	Craft Description	Planned	ST	OT	DT	Total	Conflicts	Notes
00012238	Kenneth Moore	Carpenter Journeyman	1	4	0	0	0	None	
00342546	Troy Brown	Ironworker Journeyman	1	4	0	0	0	None	
00386639	Joseph Kelly	Ironworker Journeyman	1	4	0	0	0	None	

1.4.3 Edit Submitted Daily Plan

Scenario

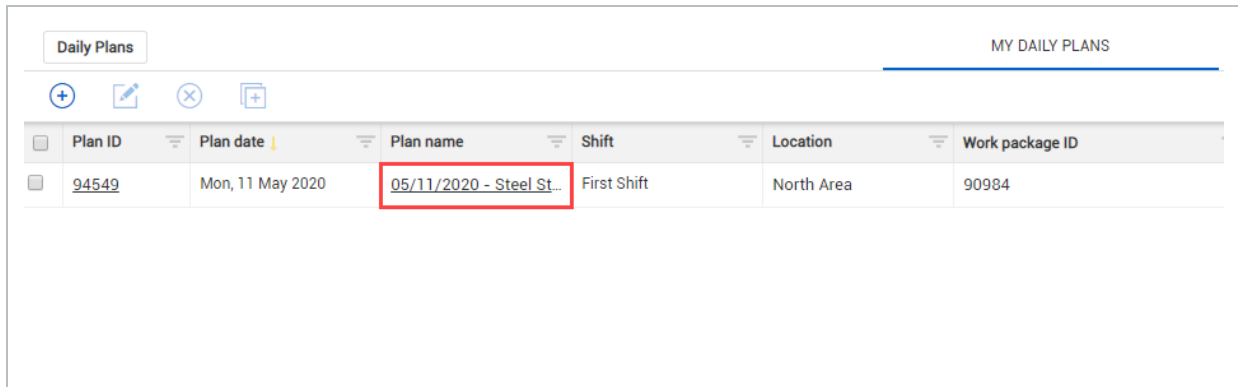
Upon review of the employee register, it appears that your employee, Joseph Kelly, has had his time entered into two separate daily plans. You now need to go back into your daily plan and zero out his hours to avoid him receiving double pay.

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

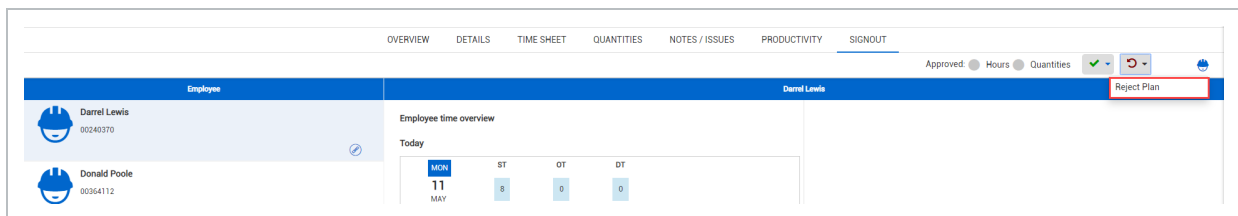
1. From the Daily Plans home page, open your daily plan.



The screenshot shows the 'Daily Plans' interface. At the top, there are tabs for 'Daily Plans' and 'MY DAILY PLANS'. Below the tabs are icons for adding, editing, deleting, and duplicating plans. A table lists the daily plans with columns: Plan ID, Plan date, Plan name, Shift, Location, and Work package ID. The first row is highlighted, and the 'Plan name' cell, '05/11/2020 - Steel St...', is enclosed in a red rectangular box.

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.

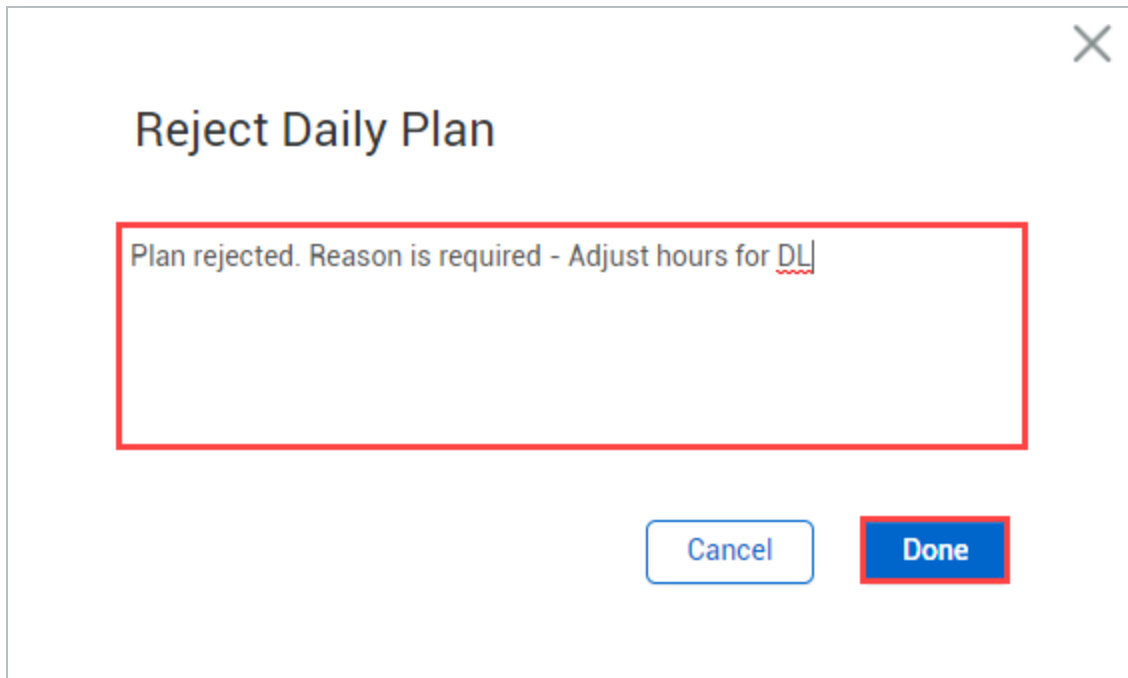


The screenshot shows the 'Signout' tab interface. At the top, there are tabs for OVERVIEW, DETAILS, TIME SHEET, QUANTITIES, NOTES / ISSUES, PRODUCTIVITY, and SIGNOUT. Below the tabs are icons for 'Approved', 'Hours', 'Quantities', and a 'Reject Plan' button. The 'Employee' section on the left lists two employees: Darrel Lewis (00240370) and Donald Poole (00364112). The 'Employee time overview' section on the right shows a table for 'Today' with columns for MON, ST, OT, and DT. The 'Reject Plan' button is highlighted with a red rectangular box.

Employee	Employee time overview
Darrel Lewis 00240370	Today MON 11 MAY, ST 8, OT 0, DT 0
Donald Poole 00364112	

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

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



A dialog box titled "Reject Daily Plan" with a close button (X) in the top right corner. The main text area contains the message "Plan rejected. Reason is required - Adjust hours for DL". Below the text area are two buttons: "Cancel" and "Done". The "Done" button is highlighted with a red border.

Reject Daily Plan

Plan rejected. Reason is required - Adjust hours for DL

Cancel 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 grid interface for reviewing daily plans. At the top, there are buttons for 'Add tasks and resources' (with a plus icon), 'Add maintenance' (with a plus icon), and 'Clear hours' (with a minus icon). Below these are three employee cards: Kenneth Moore (ID: 00012238, MH: 8), Troy Brown (ID: 00342546, MH: 8), and Joseph Kelly (ID: 00386639, MH: 8). To the right of the employee cards is a task card for '1006 Bolted Connections' with 'MH: 42' and 'EQ: 8'. Below the task card is a grid of cells. The cell for Joseph Kelly and the '1006 Bolted Connections' task is highlighted with a red border and contains the number '8'. There are also icons for 'Add tasks and resources', 'Add maintenance', and 'Clear hours'.

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

The screenshot shows the 'Employee hours' dialog box. It displays the task '1006 - Bolted Connections' and the employee '00386639 Joseph Kelly'. Below this is a table for 'Time calculations' with columns 'Planned' and 'Actual'. The table has rows for 'ST' (Standard Time), 'OT' (Overtime), and 'DT' (Downtime). The 'Planned' column has values 8, 2, and 0 respectively. The 'Actual' column has values 8, 2, and 0 respectively. A red arrow points to the '2' in the 'OT' row of the 'Actual' column. At the bottom of the dialog are buttons for 'Clear', 'Cancel', and 'Done'.

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**.

The screenshot shows the 'SIGNOUT' screen. At the top, there is a dark header bar with a question mark icon and a user profile icon. Below this, the 'SIGNOUT' tab is selected. The 'Approved:' section has three radio buttons: 'Hours' (selected), 'Quantities', and 'Quantities'. To the right of these are three icons: a green checkmark, a red circular arrow, and a blue hard hat. The 'Signout' section has two buttons: 'As employee' and 'On behalf of employee'. Below these is a text input field labeled 'Enter employee pin', which is highlighted with a red border.

12. Answer the signout questions.

The screenshot shows the 'SIGNOUT' screen. At the top, there is a dark header bar with a question mark icon and a user profile icon. Below this, the 'SIGNOUT' tab is selected. The 'Approved:' section has three radio buttons: 'Hours' (selected), 'Quantities', and 'Quantities'. To the right of these are three icons: a green checkmark, a red circular arrow, and a blue hard hat. The 'Signout' section has two buttons: 'As employee' and 'On behalf of employee'. Below these is a text input field labeled 'Enter employee pin', which is highlighted with a red border.

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	
☐	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

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

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



JLG-1500SJ Manlift
 ML-1000000

✕

MH :4

ST: 8

Operated: 4

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

Page 35 of 62

Link employees and equipment

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

The screenshot shows the 'Time Sheet' tab selected in the software interface. The breadcrumb trail at the top reads: 'Steel Structure Training Job 2 | 1... / Progress / Daily planning'. Below this, the 'Daily Plans' section shows 'Erect Steel Module 03 - 03/12/2025 (Execution) - Plan ID 24'. The 'TIME SHEET' tab is highlighted with a red box. The interface includes a sidebar with icons for adding tasks, maintenance, and clearing hours. The main area displays a table with columns for task details and time allocation. The first row shows task '1005 Erect Steel - Light' with a duration of ':20'. Below this, two resources are listed: 'Nick J. Cole' (Iron Worker) and 'JLG-1500SJ Manlift' (ML-1000000). The table has columns for 'ST' (Standard Time) and 'MH' (Man Hours).

Task	ST	MH
1005 Erect Steel - Light	:20	
Nick J. Cole (Iron Worker)	ST: 4	MH :4
JLG-1500SJ Manlift		MH :

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

 Add tasks and resources	 Add maintenance	1005  Erect Steel - Light  :20  :  :	
 Nick J. Cole  Iron Worker - Iron Worker (Stru... 00240641	ST: 4		
 JLG-1500SJ Manlift  ML-1000000			
MH :			

- 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' dialog box. On the left, the 'Task' is '1005 - Erect Steel - Light' and the 'Employee' is '00240641 Nick J. Cole - Iron Worker - Iron Worker'. Below this, there is a 'Work' section with 'No premiums assigned' and 'No Equipment Assigned'. A red box highlights a green plus icon (+) in a new row. At the bottom, there is a 'Total labor hours' section and a checkbox for 'Apply hours to selected employees'. On the right, the 'Select work reason code' modal is open, showing a search bar and a list of codes: 'Operate Equipment' (checked), 'Work', 'Maintenance', 'Bereavement', and 'Vacation'. 'Cancel' and 'Done' buttons are at the bottom right of the modal.

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

The screenshot shows the 'Labor Hours' dialog box with the 'Operate Equipment' row selected. The 'Work' row shows '4.00' hours. The 'Operate Equipment' row shows '4' hours, which is highlighted with a red box. The 'Employee' field now includes '(Structural)'. A 'Default work order' dropdown is visible. At the bottom, there is a green plus icon (+) and a 'Clear all hours' link.

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 hours8.00

☐ 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.

OVERVIEWDETAILSTIME SHEETQUANTITIES

<

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.

OVERVIEWDETAILS**TIME SHEET**QUANTITIESNOTES / ISSUESPRODI

Labor Hours

Task: 1005 - Erect Steel - Light

Employee: IN8-10022 Jamal Smith - Laborers - Laborer Journeyman

Default work order

Clear all hours

Total labor hours

0.00

☐ Apply hours to selected employees

☐ Apply hours to all employees for the task

Cancel

Done

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

Labor Hours

Task: 1005 - Erect Steel - Light

Employee: IN8-10022 Jamal Smith - Laborers - Laborer Journeyman

Utility Maintenance

Clear all hours

5. Enter the hours for one operational work order.

Labor Hours

Task: 1005 - Erect Steel - Light

Employee: IN8-10022 Jamal Smith - Laborers - Laborer Journeyman

Utility Maintenance

Maintenance

No premiums assigned

No Equipment Assigned

2.50

Clear all hours

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.

Issues (6)

In Progress

Not sent (23)

Sent

All (23)

Add new query

View all results

My Queries

Shared Queries

EMPLOYEES

EQUIPMENT

Today

All projects

Time card reallocation

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

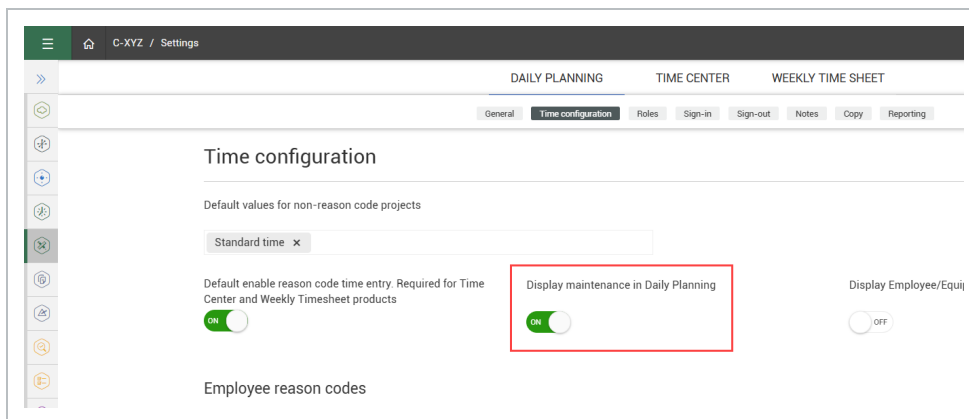
	Plan ID	Time card...	Employ...	Employee na...	Task ID	Task d...	Operational work order	Date
☐	50	RD246	IN8-10022	Jamal Smith	105092.1050...	Erect Steel - ...	OP-427	12/19/2025
☐	50	RD227	IN8-10023	Alejandro Ramirez	105092.1050...	Erect Steel - ...		12/19/2025
☐	50	RD230	IN8-10019	Benjamin Johnson	105092.1050...	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

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.

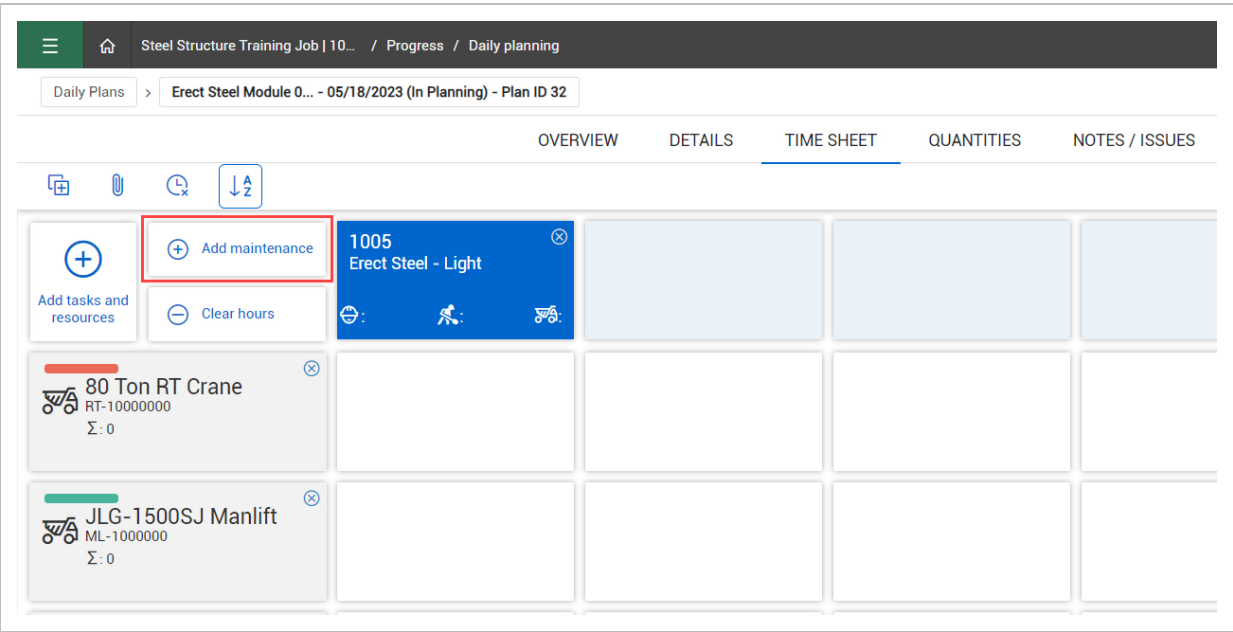
To track maintenance work orders, the organization setting Display maintenance in Daily Planning must be turned *On*.



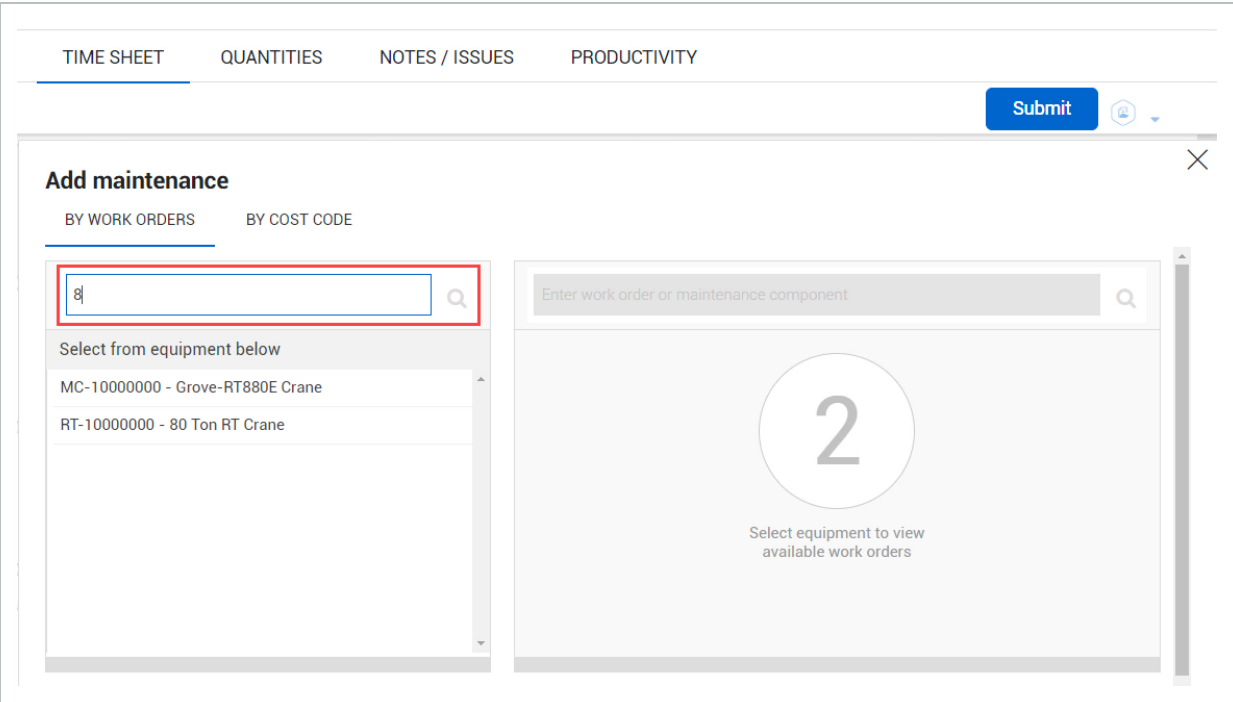
For regular maintenance milestones, you can set up maintenance work orders through your ERP system. For other work orders, such as unplanned maintenance or repairs, you can add maintenance hours by cost code.

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.

Add maintenance

BY WORK ORDERS

BY COST CODE

8

Select from equipment below

MC-10000000 - Grove-RT880E Crane

RT-10000000 - 80 Ton RT Crane

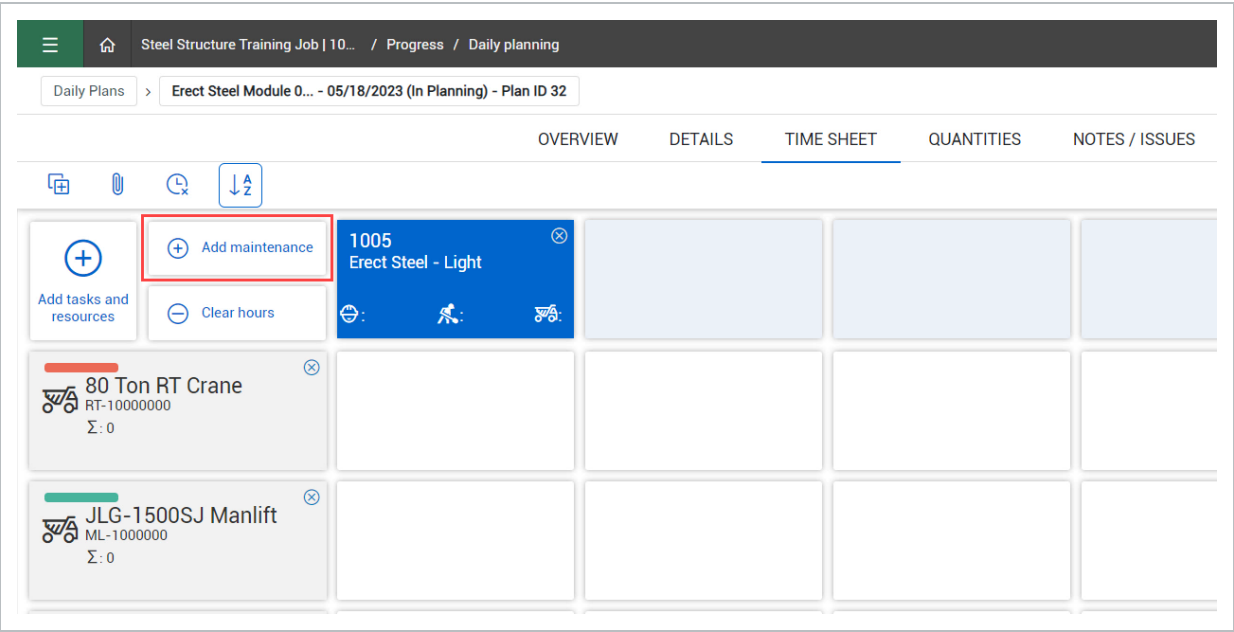
Enter work order or maintenance component

	Work orders	Maintenance components
	RT-1000000001 - Prev...	500 - Preventative Maintenance

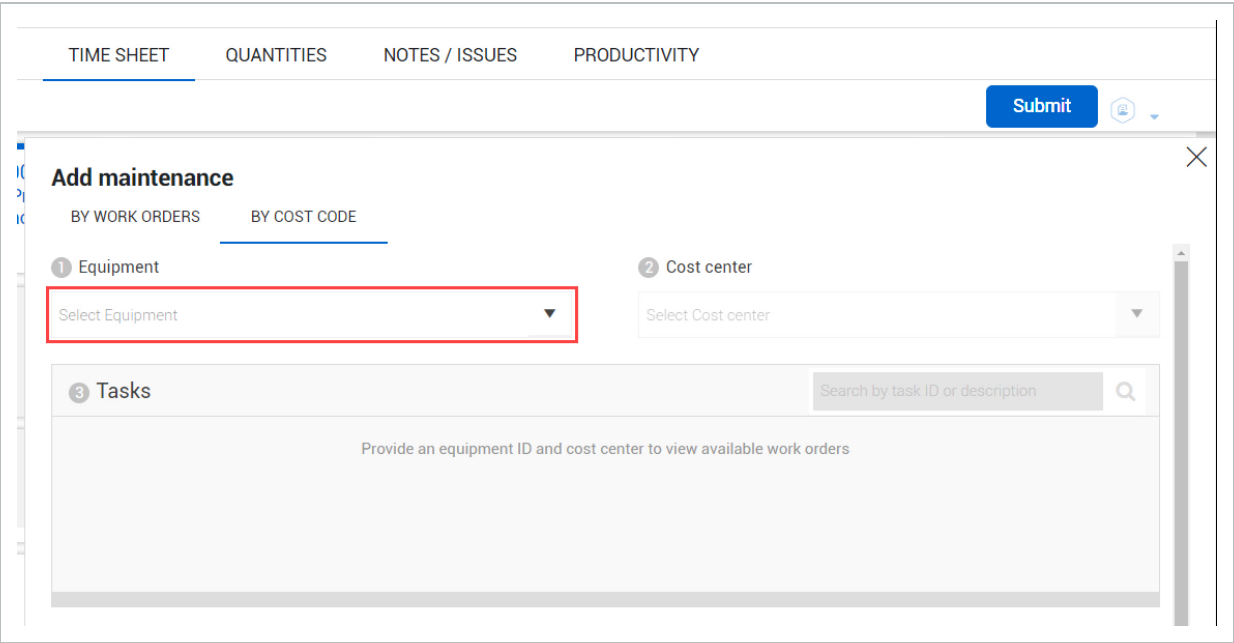
5. When you are finished, click **Done**.
6. The maintenance work order is now added to the daily plan. Click the tile that corresponds to an employee to assign work hours to this work order.

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

OVERVIEWDETAILSTIME SHEETQUANTITIES



- 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.

Add maintenance

BY WORK ORDERS

BY COST CODE

1 Equipment

ML-1000000 - JLG-1500SJ Manlift

2 Cost center

Select Cost center

3 Tasks

Search by task ID or description

Provide an equipment ID and cost center to view available work orders

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

Add maintenance

BY WORK ORDERS

BY COST CODE

1 Equipment

ML-1000000 - JLG-1500SJ Manlift

2 Cost center

AR6-754

3 Tasks

Search by task ID or description

Add one or more tasks below

+	1002 - Job Overhead
+	1069 - Earthwork
+	1071 - Concrete
+	1074 - Erect Steel - Heavy

7. When you are finished, click **Done**.
8. 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
					</			

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

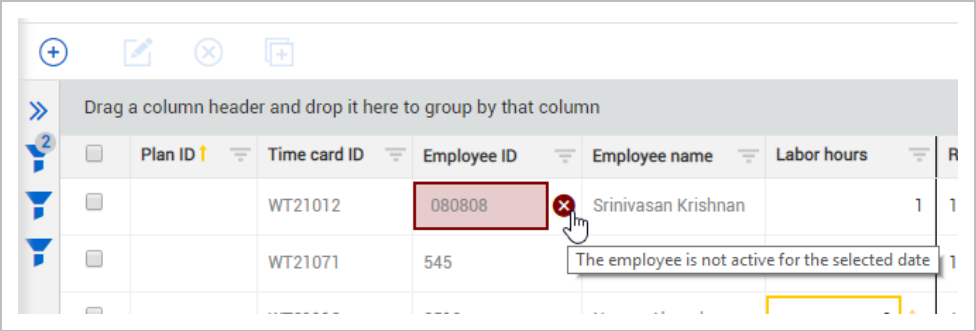
Error	Causes
	project.
Invalid Allowances	Employee has an allowance assigned that is not valid for that type of employee or for the union it belongs to.
Invalid Employees	Time card date is not between the employee start and end dates. Employee status is not active. Employee status is set to not report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

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

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

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.”

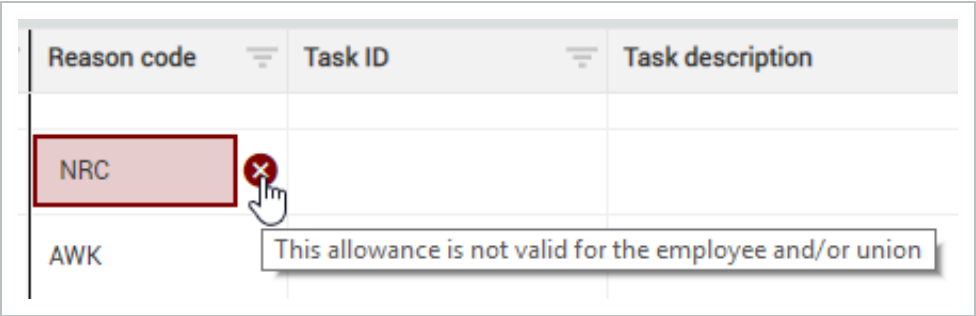


Plan ID	Time card ID	Employee ID	Employee name	Labor hours	R
	WT21012	080808	Srinivasan Krishnan	1	1
	WT21071	545			1

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

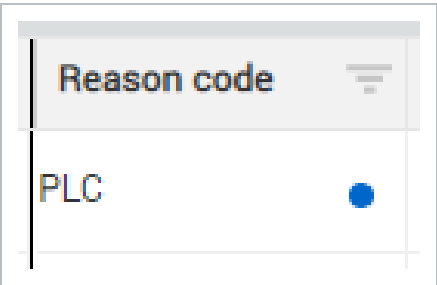
Many of the fields within Time Center are editable. Errors can therefore be corrected directly in Time Center. For example, perhaps a Reason Code is used on a time card that is associated with an allowance that is not available.



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.

+ × ▼ Cancel Save Send selected

IT

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.

CancelSaveSend selected

NT

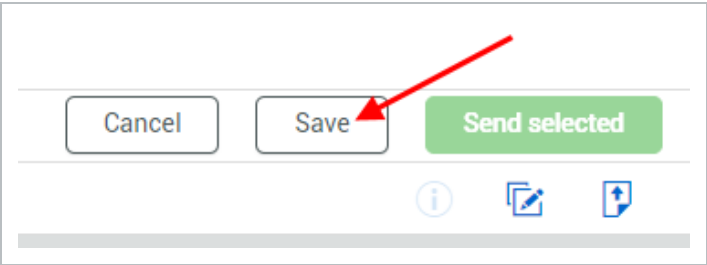
Monday, April 16, 2018

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

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

2.3.3 Saving Changes

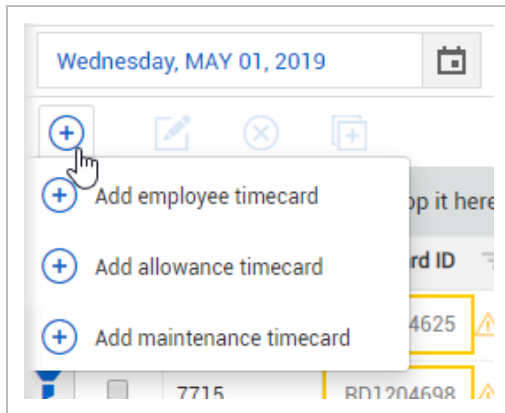
As you make changes, be sure to click **Save** in the upper right-hand corner to save your edits.



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.

?

Cancel

Save

Send selected

?

Add employee timecard

×

BY DAILY PLAN

BY WEEKLY TIMESHEET

Plan

Select one

Type plan name or ID

Employee

Type employee name or ID

Task

Type task ID or description

Reason code

Select one

Hours

Override craft

Select one

Uplift override

Premiums

Enter premium name; Select up to 6 premiums

Cancel

Add

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.

+

×

+

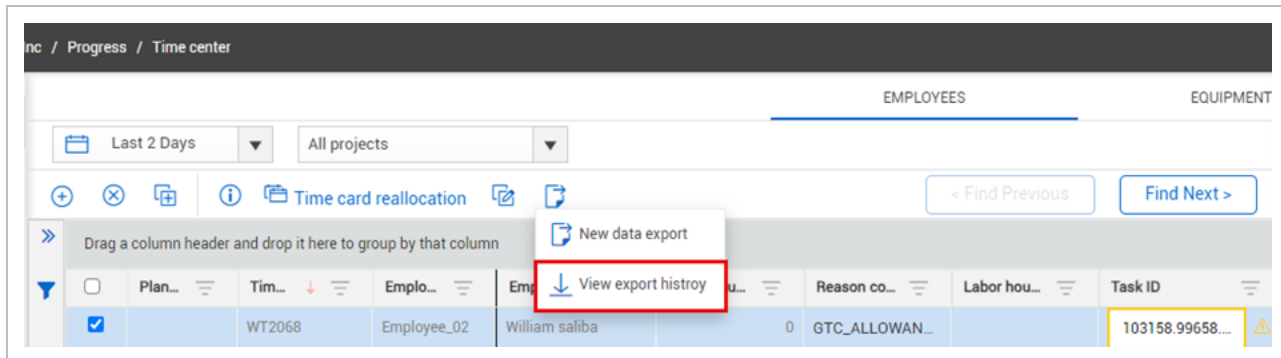
2

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

☐	Plan ID ↑	Time card ID	Employee ID	Employee name
☐	7953	RD1233522	E0243	Akash Maru
☒	7953	RD1233524	1115801	A Josh
☐	7953	RD1233526	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.



The screenshot shows the 'Export history' page. It has a table with columns: File name, Status, Total record count, Exported by, and Exported on. The table lists several exported CSV files with their status (Processing or Complete), record counts, and export dates.

File name	Status	Total record count	Exported by	Exported on
EMPLOYEES06242024071309.csv	Processing	0	William saliba	06/29/2024
EMPLOYEES06242024071223.csv	Complete	0	William saliba	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	William saliba	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.

CancelSaveSend selected

Time card reallocation

×

Time card reallocation

• Query

Select one

• Start date

Munday, March 15, 2021

• End date

Munday, March 15, 2021

• Project ID

Old task

• New task

Cancel

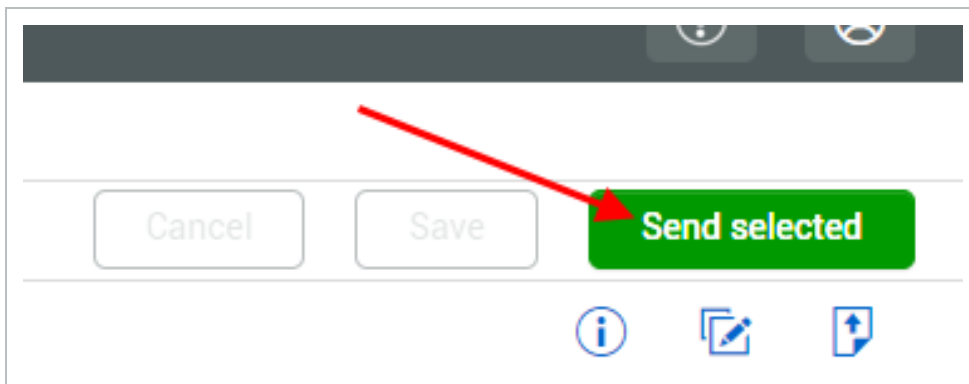
Start

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.

☒	Plan ID ↑	Time card ID	Employee ID	Employee name
☒	<u>7953</u>	RD1230708	10429508	Allen Robert
☒	<u>7953</u>	RD1230720	10429508	Allen Robert
☒	<u>7953</u>	RD1230751	10429508	Allen Robert

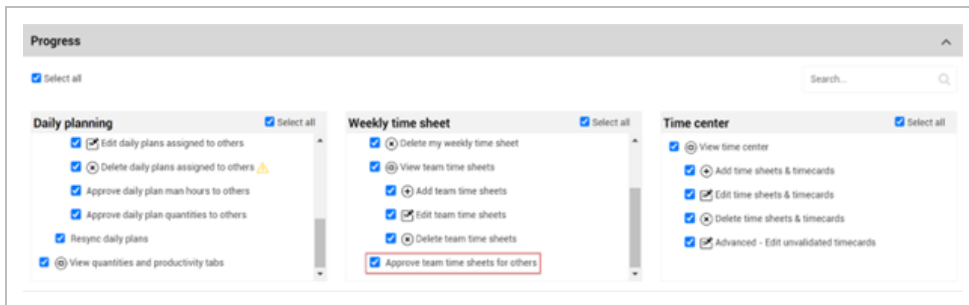
With the time cards selected, click the **Send Selected** button.



This sends the selected time cards to your Payroll system.

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**.

☐	Plan ID	Time card ID	Employee ID	Employee name	Labor hours	Integration status	Pla
☐	7301	PI12548	040404	Ajay Ananthan	0	Sent - current	Ap
☐	7301	RD1176628	1115801	A Josh	1	Sent - current	Ap