
**PROGRESS USER
GUIDE**

Advanced

FIELD EXECUTION MANAGEMENT

INEIGHT 

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Release 20.5
Last Updated: 15 July 2020



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LESSON 1 – ADVANCED OPTIONS

Lesson Duration: 90 minutes

Lesson Objectives

After completing this lesson, you will be able to:

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

Lesson Topics

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1.1 ADVANCED OPTION OVERVIEW

1.1.1 Organization Settings

NOTE

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

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

1.1.2 Overview

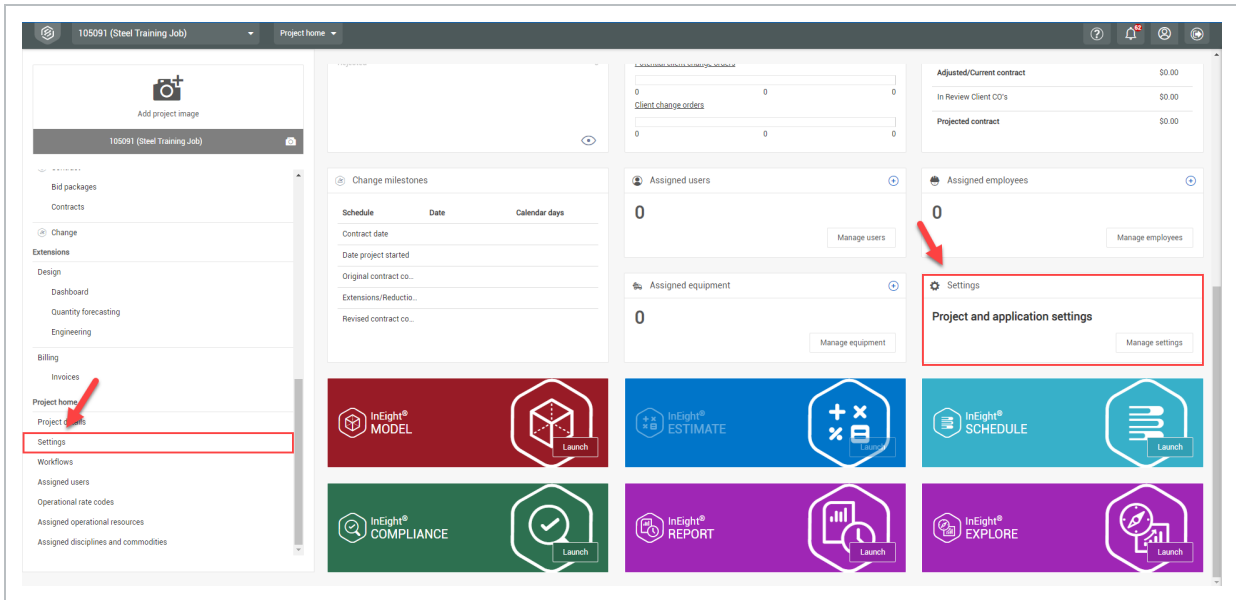
The advanced settings covered in this section can be used for both the Progress web and mobile applications.

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

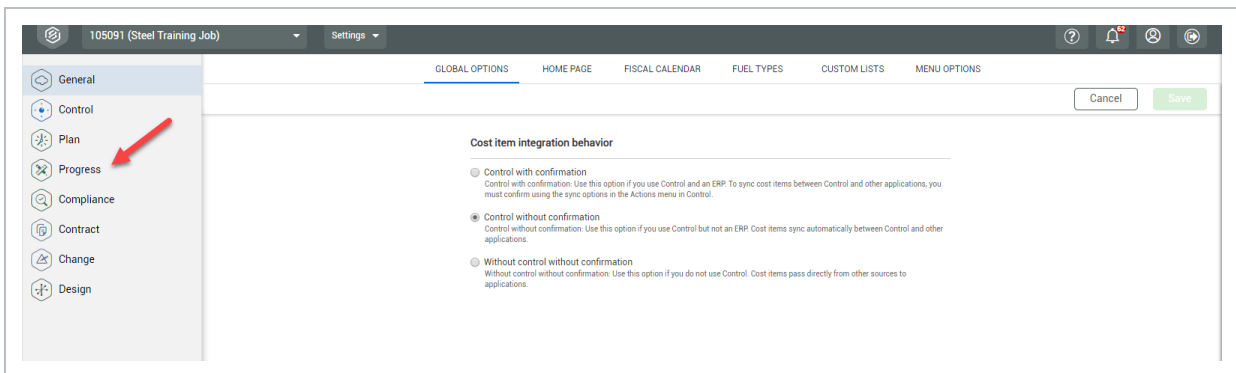
The Step by Step below walks you through how to turn on these advanced options for your daily plans.

Project Settings in InEight Progress

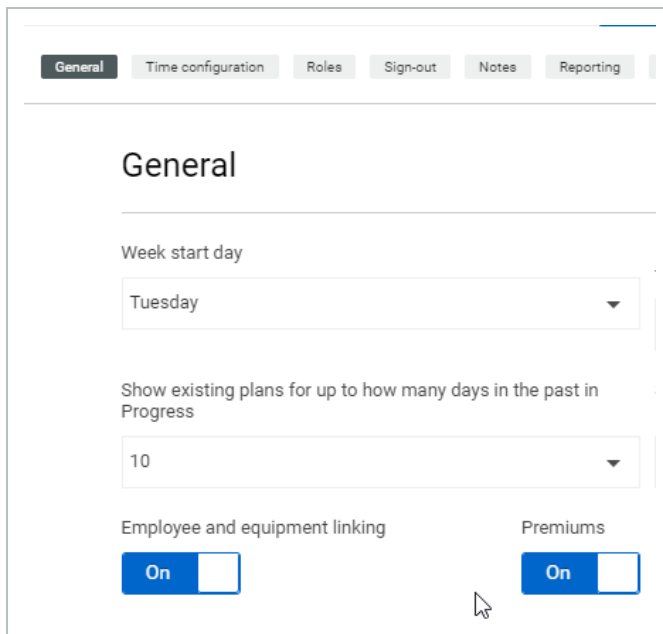
1. From your project homepage, select the **Settings tile** at the bottom right (you may have to scroll) or select **Settings** from the menu on the left.



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



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

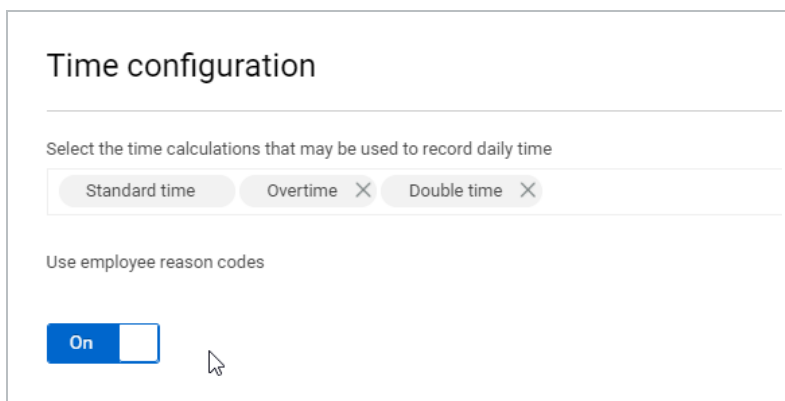


The screenshot shows the 'General' settings tab. At the top, there are tabs for 'General', 'Time configuration', 'Roles', 'Sign-out', 'Notes', and 'Reporting'. The 'General' tab is selected. Below the tabs, the title 'General' is displayed. There are two main sections: 'Week start day' with a dropdown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

NOTE

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

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



The screenshot shows the 'Time configuration' settings tab. At the top, the title 'Time configuration' is displayed. Below the title, there is a section titled 'Select the time calculations that may be used to record daily time'. This section contains three buttons: 'Standard time', 'Overtime' (with an 'X' icon), and 'Double time' (with an 'X' icon). Below this section, there is a toggle switch labeled 'Use employee reason codes', which is currently set to 'On'.

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

Employee reason codes

English						Español		ES	FR-CA
Position	ID	* Description	* Activity type	Allow premiums	Display in Wee...	* Description			
01	OPT	Operate Equipment	Labor	On	No	Operar maquinaria			−
02	1	Maintenance	Maintenance	On	No	Mantenimiento			−
03	4	Work	Labor	On	No	Trabajo			−
04	3	Vacation	Labor	On	No	Vacaciones			−
05	1	Mains	Labor	On	No	Mains			+

Employee premiums

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

- Each code listed is available to be listed in English, Spanish, French, Portuguese, and Dutch. Use the toggle below to change your display language (in addition to English)

Employee reason codes

English						Español		ES	FR-CA
Position	ID	* Description	* Activity type	Allow premiums	Display in Wee...	* Description			
01	OPT	Operate Equipment	Labor	On	No	Operar maquinaria			−
02	1	Maintenance	Maintenance	On	No	Mantenimiento			−
03	4	Work	Labor	On	No	Trabajo			−
04	3	Vacation	Labor	On	No	Vacaciones			−
05	1	Mains	Labor	Off	No	Mains			+

8. Use the

−

 and

+

 buttons on the right to add or remove the code for your project to use.

English						Español	ES FR-CA
Position	ID	* Description	* Activity type	Allow premiums	Display in Wee...	* Description	
01	OPT	Operate Equipment	Labor	☒ On	No	Operar maquinaria	⊖
02	1	Maintenance	Maintenance	☒ On	No	Mantenimiento	⊖
03	4	Work	Labor	☒ On	No	Trabajo	⊖
04	3	Vacation	Labor	☒ On	No	Vacaciones	⊖
05	1	Mains	Labor	☐ Off	No	Mains	⊕

9. Use the on/off toggle under **Allow Premiums** to identify which codes would allow a premium as set up in your ERP system.

English						Español	ES FR-CA
Position	ID	* Description	* Activity type	Allow premiums	Display in Wee...	* Description	
01	OPT	Operate Equipment	Labor	☒ On	No	Operar maquinaria	⊖
02	1	Maintenance	Maintenance	☒ On	No	Mantenimiento	⊖
03	4	Work	Labor	☒ On	No	Trabajo	⊖
04	3	Vacation	Labor	☒ On	No	Vacaciones	⊖
05	1	Mains	Labor	☐ Off	No	Mains	⊕

1.2 REASON CODES

1.2.1 Reason Codes

Reason codes are categories set up in your Organizational and Project settings to provide more options that are useful to assign hours to. Instead of tracking hours against only standard time, overtime, and double time, these categories can be set up as anything that would be helpful for payroll tracking, such as Work, Approved Time Off, Vacation, PTO, etc.

1.2.2 Premiums

When assigning hours to your reason codes, you can also indicate a premium rate. Premiums are assigned on an hourly basis and are used to ensure employees receive the correct pay for the work that is done. If someone works something outside their normal job duties and are awarded more

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

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

TIP

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

Assign Hours Using Reason Codes

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

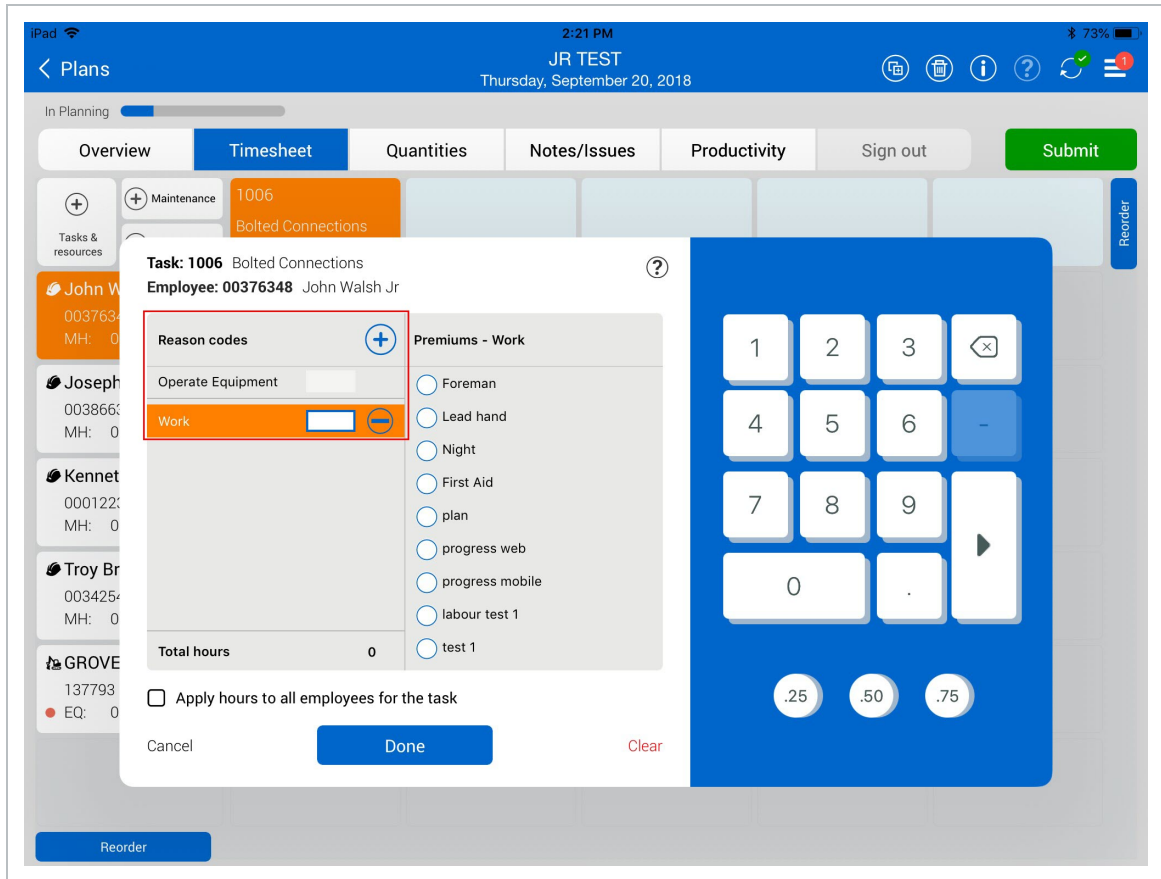
1. Open the daily plan you are working in and navigate to the **Timesheet tab**.

The screenshot shows the Progress mobile application interface on an iPad. The top status bar indicates the time is 2:21 PM and the battery is at 73%. The app's header bar is blue and displays the title "Plans" with a back arrow, the project name "JR TEST", and the date "Thursday, September 20, 2018". Below the header, there is a tab bar with five options: "Overview", "Timesheet" (which is highlighted with a red box), "Quantities", "Notes/Issues", and "Productivity". To the right of the tabs are buttons for "Sign out" and "Submit". The main content area shows a list of employees and resources on the left, each with a profile picture, name, ID, and "MH" (Maintenance Hours) or "EQ" (Equipment Hours) value. The employees listed are John Walsh Jr (00376348, MH: 0), Joseph Kelly (00386639, MH: 0), Kenneth Moore (00012238, MH: 0), Troy Brown (00342546, MH: 0), and GROVE-RT880E (137793, EQ: 0). To the right of the list is a grid of empty cells for entering hours. A "Reorder" button is located at the bottom left of the grid.

2. Tap the tile next to an employee.

The screenshot shows the InEight mobile app interface for entering a timesheet. The top status bar indicates 'iPad', signal strength, time '2:21 PM', and battery level '73%'. The app header is blue with a back arrow, 'Plans', and the project name 'JR TEST' followed by the date 'Thursday, September 20, 2018'. Below the header is a navigation bar with tabs: 'Overview', 'Timesheet' (selected), 'Quantities', 'Notes/Issues', 'Productivity', 'Sign out', and a green 'Submit' button. On the left side of the 'Timesheet' view, there is a 'Tasks & resources' section with a plus icon and a 'Clear hours' button. Below this is a list of resources: John Walsh Jr (00376348, MH: 0), Joseph Kelly (00386639, MH: 0), Kenneth Moore (00012238, MH: 0), Troy Brown (00342546, MH: 0), and GROVE-RT880E (137793, EQ: 0). To the right of the resource list is a grid for entering hours. The first row is for '1006 Bolted Connections' with 'MH:' and 'EQ:' labels. The first cell in the grid for John Walsh Jr is highlighted with a red border, indicating where to enter a reason code. At the bottom left, there is a 'Reorder' button.

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



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

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

Task: 1006 Bolted Connections ?
Employee: 00376348 John Walsh Jr

Reason codes	Premiums - Work
Operate Equipment	☐ Foreman
Work	☐ Lead hand
	☐ Night
	☐ First Aid
	☐ plan
	☐ progress web
	☐ progress mobile
	☐ labour test 1
	☐ test 1

Total hours 0

☐ Apply hours to all employees for the task

Cancel Done Clear

Task: 1006 Bolted Connections ?
Employee: 00376348 John Walsh Jr

Reason codes	Premiums - Work
Oper	
Work	

Total hours 0

☐ Apply hours to all employees for the task

Cancel Done Clear

Cancel Add reason codes Add

- ☐ Work
- ☐ Vacation
- ☐ Attendenace 2

4. In the Work code field, input your employee's hours.

5. Under Premiums, select a premium.

Task: 1006 Bolted Connections

Employee: 00376348 John Walsh Jr

Reason codes

+

Operate Equipment

Work

8

+

Total hours

8

Premiums - Work

☒ Foreman

☐ Lead hand

☐ Night

☐ First Aid

☐ plan

☐ progress web

☐ progress mobile

☐ labour test 1

☐ test 1

☐ Apply hours to all employees for the task

Cancel

Done

Clear

- 6. Tap **Done**.
- 7. Select the white box next to another employee.
- 8. Select the **Add** button next to **Reason codes**.
- 9. Select a reason code.

Task: 1006 Bolted Connections ?
Employee: 00386639 Joseph Kelly

Reason codes	Premiums - Work
Operate Equipment	
Work	
Vacation	
Attendance 2	

Total hours 0 test 1

☐ Apply hours to all employees for the task

Cancel Done Clear

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

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

Task: 1006 Bolted Connections ?
Employee: 00386639 Joseph Kelly

Reason codes	Premiums - Vacation
Operate Equipment	☐ Foreman
Work	☐ Lead hand
Vacation 8	☐ Night
	☐ First Aid
	☐ plan
	☐ progress web
	☐ progress mobile
	☐ labour test 1
	☐ test 1

Total hours 8

☐ Apply hours to all employees for the task

Cancel Done Clear

11. Tap **Done**.**NOTE**

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

1.3 EMPLOYEE EQUIPMENT LINKING

Scenario

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

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

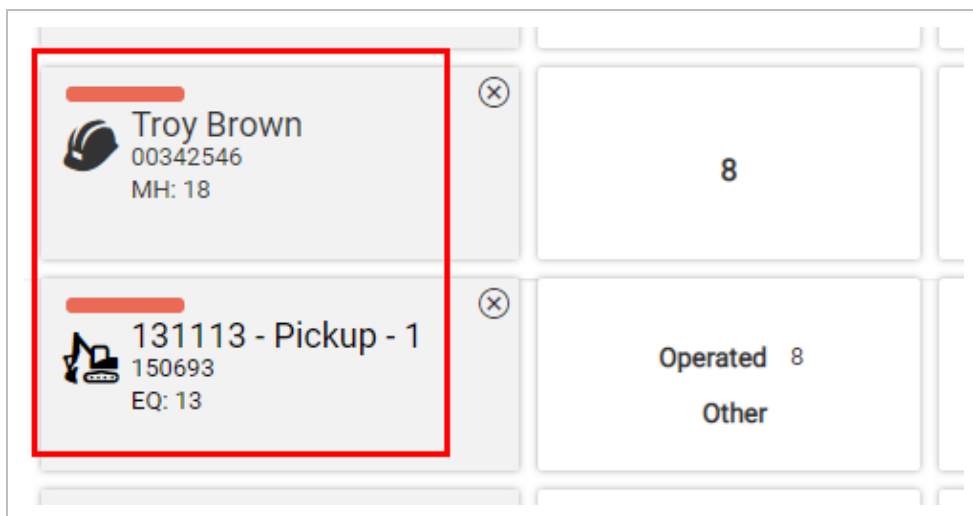
With employee equipment linking enabled, when you input hours for your equipment, you can also specify the operator and their hours.

The screenshot displays the 'Equipment hours' form. At the top, it shows 'Task: 1074 - Erect Steel - Heavy' and 'Equipment: 150693 131113 - Pickup - 1/...' with a red status bar. Below this, there are two main sections: 'Operators' and 'Status'. The 'Operators' section is highlighted with a red box and contains a list of operators with input fields for hours: John Walsh Jr 003... (8), Nick J Cole 002406... (empty), and Troy Brown 003425... (empty). Below the list is an 'Operator total' field with the value 8. The 'Status' section contains a list of status options with input fields for hours: Operate (8), Idle (empty), Down (empty), and Standby (empty). Below the list is an 'Equipment total' field with the value 8. At the bottom of the form, there are three buttons: 'Clear', 'Cancel', and 'Done'.

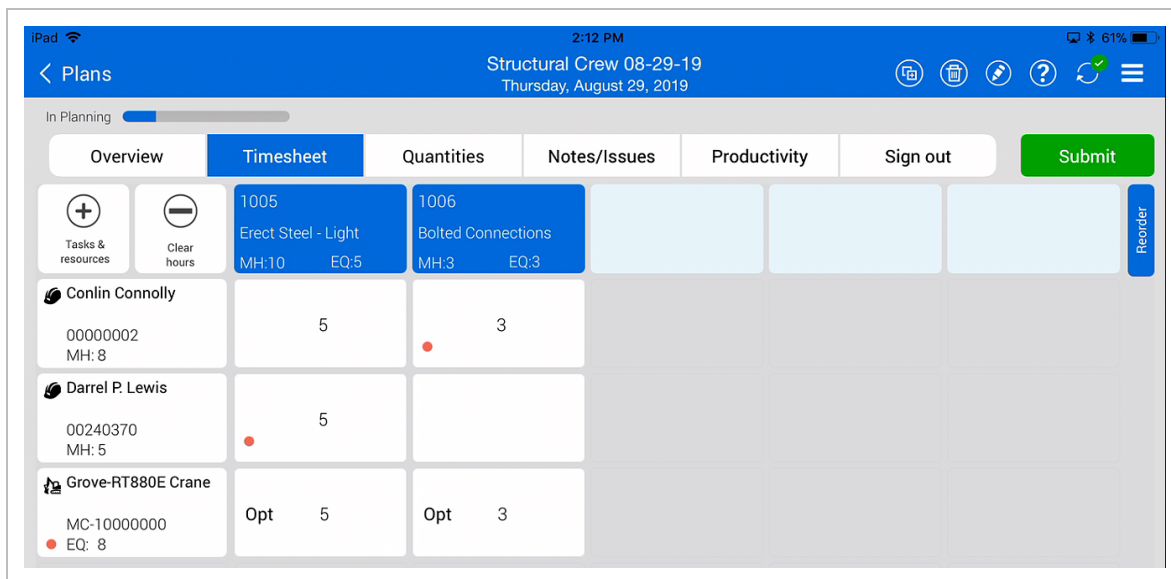
Operator	Hours
John Walsh Jr 003...	8
Nick J Cole 002406...	
Troy Brown 003425...	
Operator total	8

Status	Hours
Operate	8
Idle	
Down	
Standby	
Equipment total	8

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



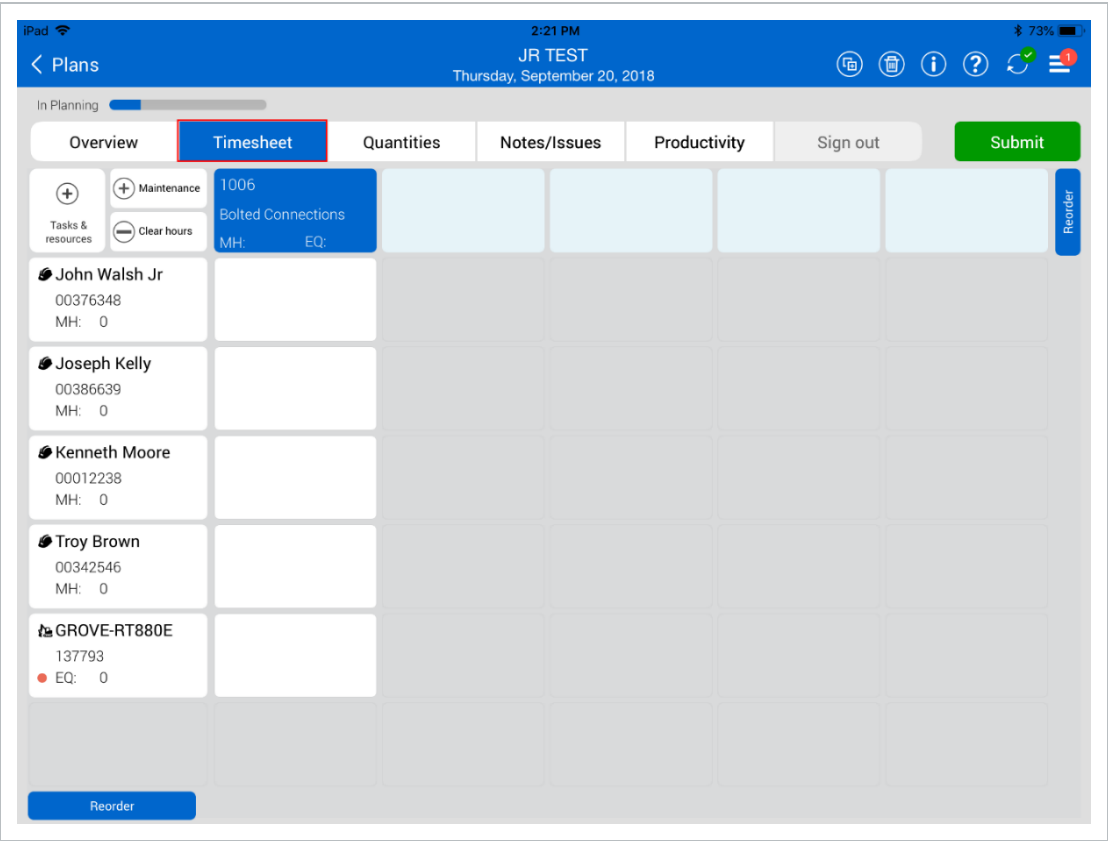
In the Progress mobile application, employee and equipment links are indicated by dots.



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

Linking Employees and Equipment

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



2. Tap the **white tile** next to a piece of equipment.

3. Enter the number of hours the equipment is operated into the Operate field.

Task: 1005 Erect Steel - Light

Equipment: MC-10000000 Grove-RT880E Crane

Planned Hours

8

Operators

Conlin Connolly

Darrel P. Lewis

Operate

8

Idle

Down

Standby

Total hours

8

☐ Apply hours to all equipment for the task

Cancel

Done

Clear

1

2

3

⌫

4

5

6

-

7

8

9

▶

0

.

▶

.25

.50

.75

- 4. Under Operators, enter the number of hours in the field next to one of the listed employees.
- 5. Click **Done**.

Task: 1005 Erect Steel - Light

Equipment: MC-10000000 Grove-RT880E Crane

Planned Hours

8

Operators

Conlin Connolly

Darrel P. Lewis

Operate

8

Idle

Down

Standby

Total hours

8

☐ Apply hours to all equipment for the task

Cancel

Done

Clear

1

2

3

⌫

4

5

6

-

7

8

9

▶

0

.

▶

.25

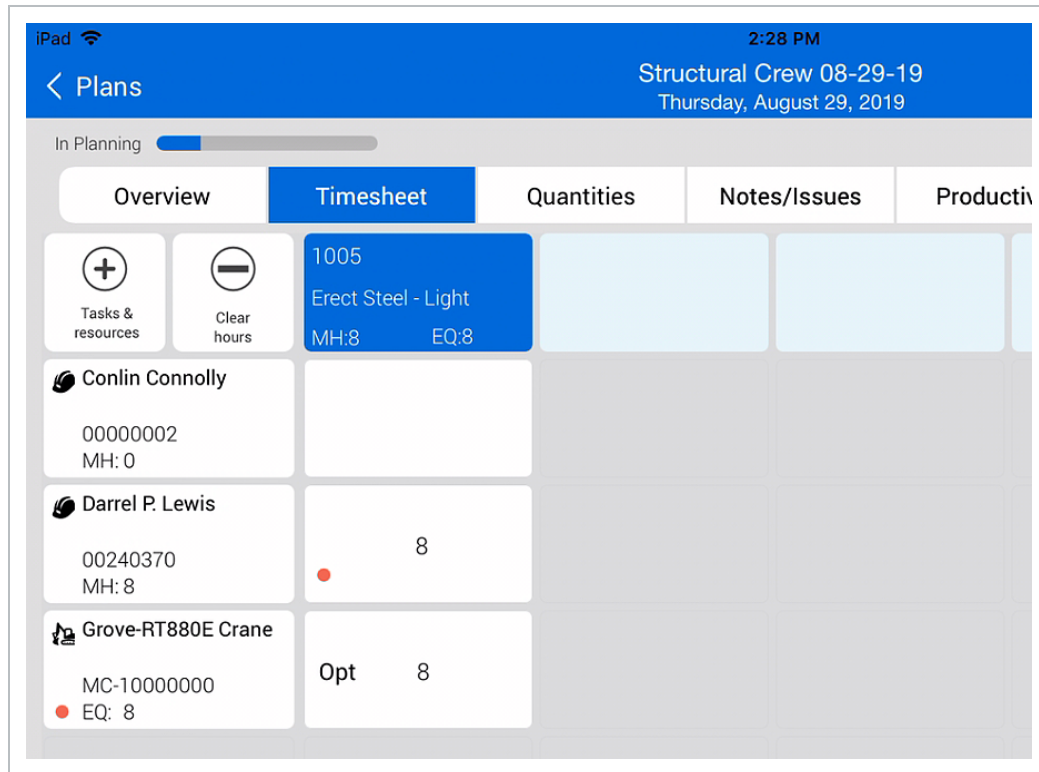
.50

.75

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



- Also, if you click on the white box next to the employee's name, you can see that their hours went into the **Operate Equipment** code

Task: 1005 Erect Steel - Light

Employee: 00240370 Darrel P. Lewis - Iron Worker (Structural)

Reason codes

+

Operate Equipment

8

Work

-

Total hours

8

Premiums - Work

☐ Foreman

☐ Lead hand

☐ Night

☐ First Aid

☐ Apply hours to selected employees

☐ Apply hours to all employees for the task

Cancel

Done

Clear

Lesson 1 Review

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

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

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

Lesson 1 Summary

As a result of this lesson, you can:

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



LESSON 2 – MAINTENANCE WORK ORDERS

Lesson Duration: 15 minutes

Lesson Objectives

After completing this lesson, you will be able to:

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

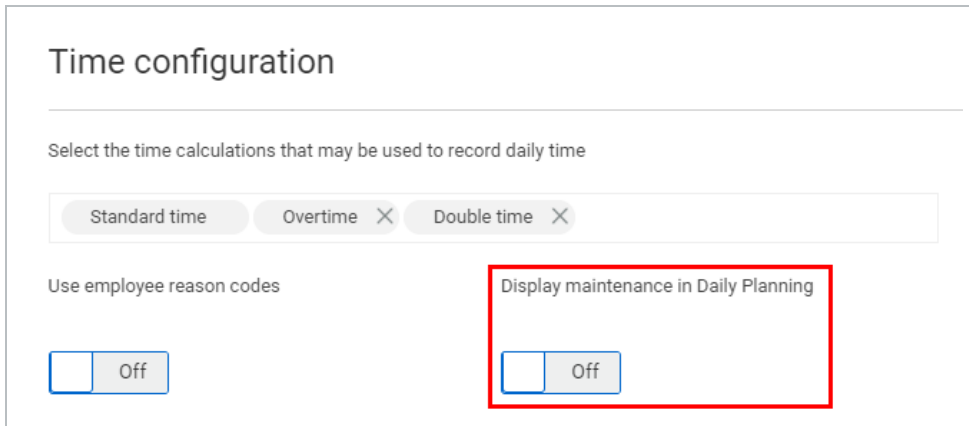
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2.1 MAINTENANCE WORK ORDER OVERVIEW

2.1.1 Organization Settings

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



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

2.1.2 Overview

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

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

2.2 UTILIZING MAINTENANCE WORK ORDERS

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

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

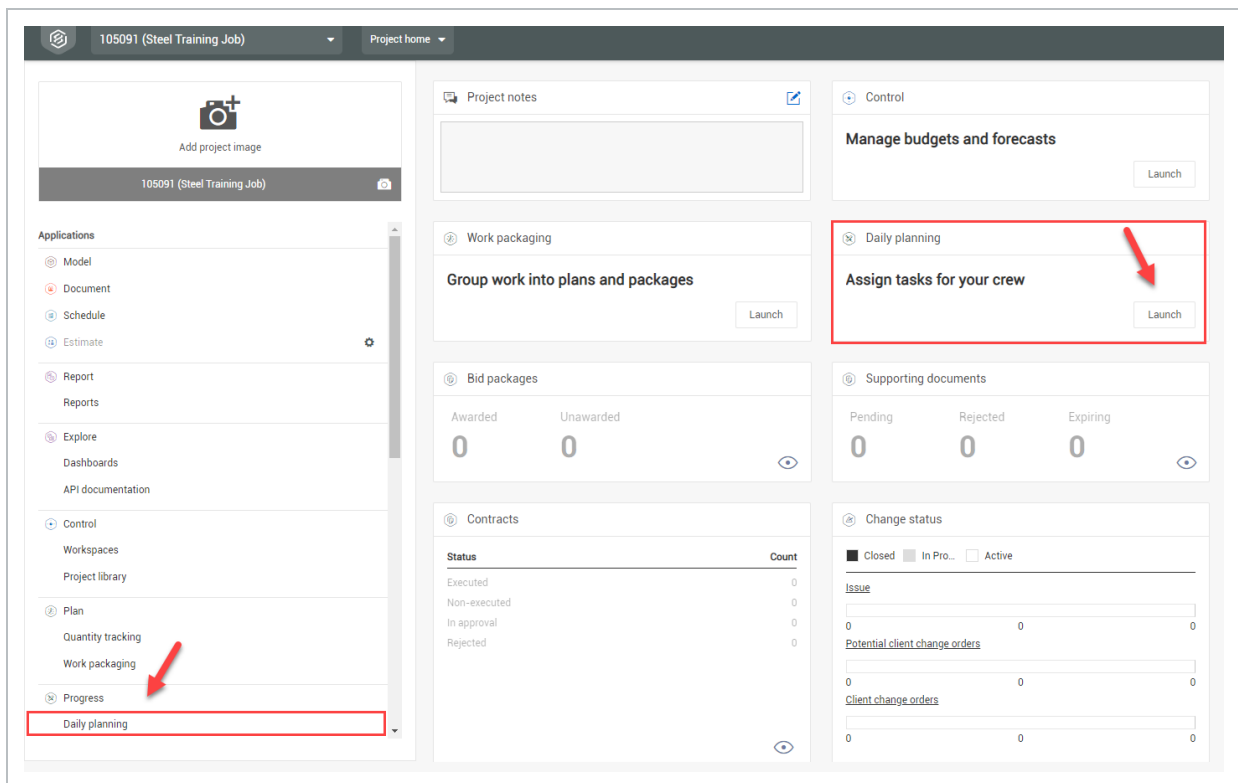
TIP

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

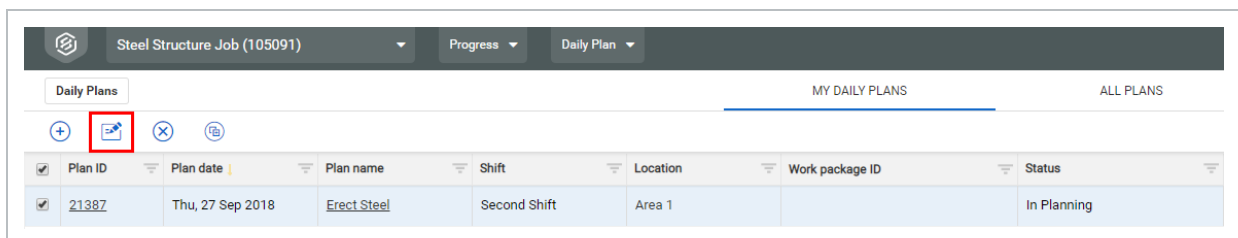
Add Maintenance Work Order to Time Sheet

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

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



2. In Daily Planning, check your daily plan and click the **edit icon**.



3. Navigate to the **Timesheet** tab.

Steel Structure Job (105091)

Progress

Daily Plan

Daily Plans

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

OVERVIEW

DETAILS

TIME SHEET

QUANTITIES

Plan date

Thu, 27 Sep 2018

Approvers (1 Required)

Nicholas Urban

Account Administrator- Copy

4. Click the **+ Add Maintenance** button.

Steel Structure Job (105091)

Progress

Daily Plan

Daily Plans

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

OVERVIEW

DETAILS

TIME SHEET

Add tasks and resources

Add maintenance

Clear hours

1005
Erect Steel - Light

MH: 32 EQ: 8

John Walsh Jr
00376348
MH: 8

8

Kenneth Moore
00012238
MH: 8

8

Joseph Kelly
00386639
MH: 8

8

Troy Brown
00342546
MH: 8

8

GROVE-RT880E
137793
EQ: 8

Operated 4
Other 4

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

Add maintenance

BY WORK ORDERS BY COST CODE

Enter equipment ID or description

Enter work order or maintenance component

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

Add maintenance

BY WORK ORDERS BY COST CODE

1

Select from equipment below

- 137793 - GROVE-RT880E
- 150693 - 131113 - Pickup - 1/2 Ton
- 152687 - Rental - Manlift - 150' - 1500SJ

Work orders	Maintenance components
4051418 - Mounted Tank 1Y Ce...	540 - Undercarriage Or Tires
5056209 - 82 - 6M Fire Suppres...	540 - Undercarriage Or Tires

7. Click the + to add the work order.

Add maintenance

BY WORK ORDERS

BY COST CODE

1

Q

Select from equipment below

137793 - GROVE-RT880E

150693 - 131113 - Pickup - 1/2 Ton

152687 - Rental - Manlift - 150' - 1500SJ

Enter work order or maintenance component

	Work orders	Maintenance components
+	4051418 - Mounted Tank 1Y Cert	540 - Undercarriage Or Tires
+	5056209 - 82 - 6M Fire Suppres...	540 - Undercarriage Or Tires

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

Steel Structure Job (105091)

Progress

Daily Plan

Daily Plans

Erect Steel - 09/27/2018 (In Pl...

OVERVIEW

DETAILS

TIME SHEET

+

Add tasks and resources

+

Add maintenance

←

Clear hours

1005

Erect Steel - Light

MH: 32

EQ: 8

EQ ID : 137793

4051418 - Mounted Ta

nk 1Y Cert

MH: 0

John Walsh Jr

00376348

MH: 8

8

Kenneth Moore

00012238

MH: 8

8

Joseph Kelly

00386639

MH: 8

8

Troy Brown

00342546

MH: 8

8

GROVE-RT880E

137793

EQ: 8

Operated 4

Other 4

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- For work orders added by work order, the tile displays the cost center, work order number, and work order description
- Only labor hours can be added to work orders, not equipment hours. Note in the above the equipment-related tile is greyed out to reflect this
- You can then add labor hours to any given employee related to the maintenance work order through the typical time sheet process

Lesson 2 Review

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

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

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

Lesson 2 Summary

As a result of this lesson, you can:

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



LESSON 3 – WEEKLY TIME SHEET

Lesson Duration: 20 minutes

Lesson Objectives

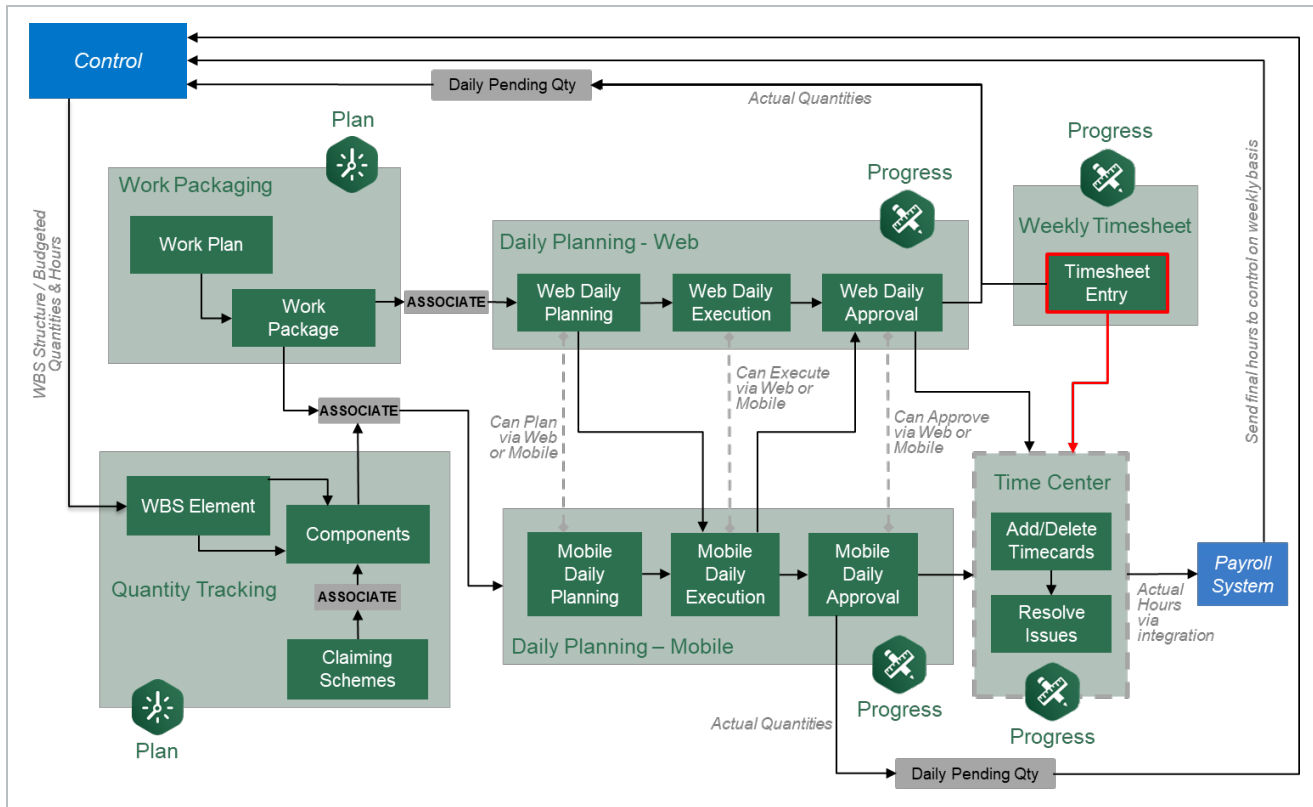
After completing this lesson, you will be able to:

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

Lesson Topics

3.1 InEight Progress Workflow – Weekly Timesheet	36
3.2 Weekly Timesheet Navigation	36
3.2.1 Overview	36
3.3 Weekly Time Sheet Creation	38
3.3.1 Set Up Members	38
3.3.2 Input Time	40
3.3.3 Submit Hours	42
Lesson 3 Review	44
Lesson 3 Summary	44

3.1 INEIGHT PROGRESS WORKFLOW - WEEKLY TIMESHEET



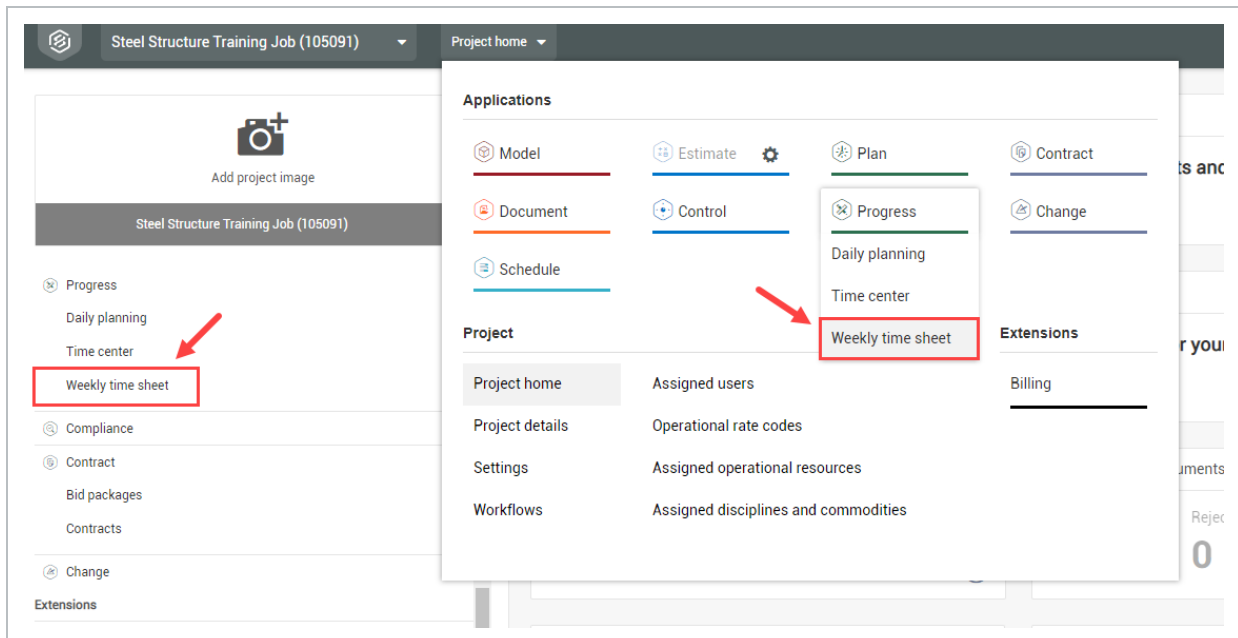
3.2 WEEKLY TIMESHEET NAVIGATION

3.2.1 Overview

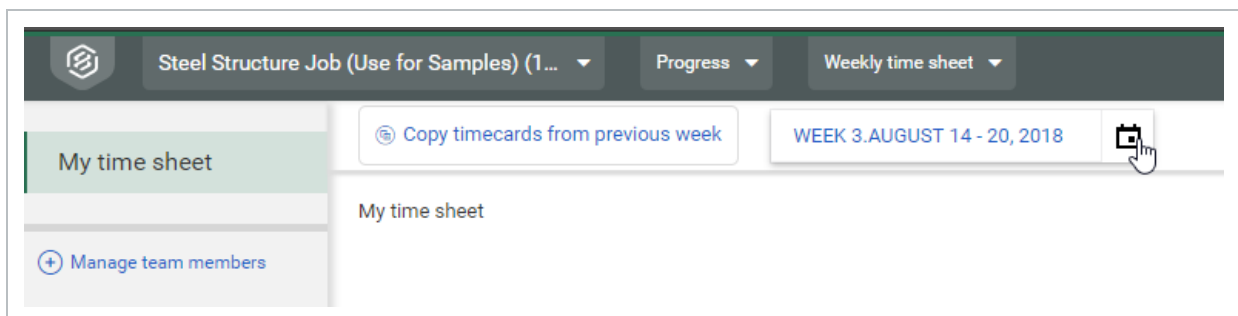
Weekly Time Sheet is a module in the InEight Progress application that allows you to see the weekly time that is entered for a project team. The time can be allocated to a single project or across multiple projects. The time that is entered either comes from daily plans or can be entered on the Weekly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

Navigate Weekly Time Sheet

1. From the Steel Structure Job home page, on the applications menu side bar, select **Weekly time sheet** under Progress.



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



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

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

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

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

3.3 WEEKLY TIME SHEET CREATION

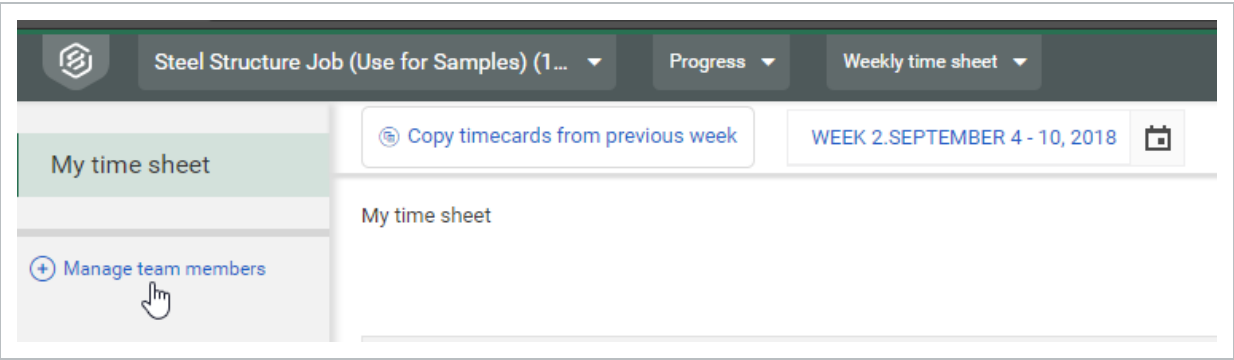
3.3.1 Set Up Members

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

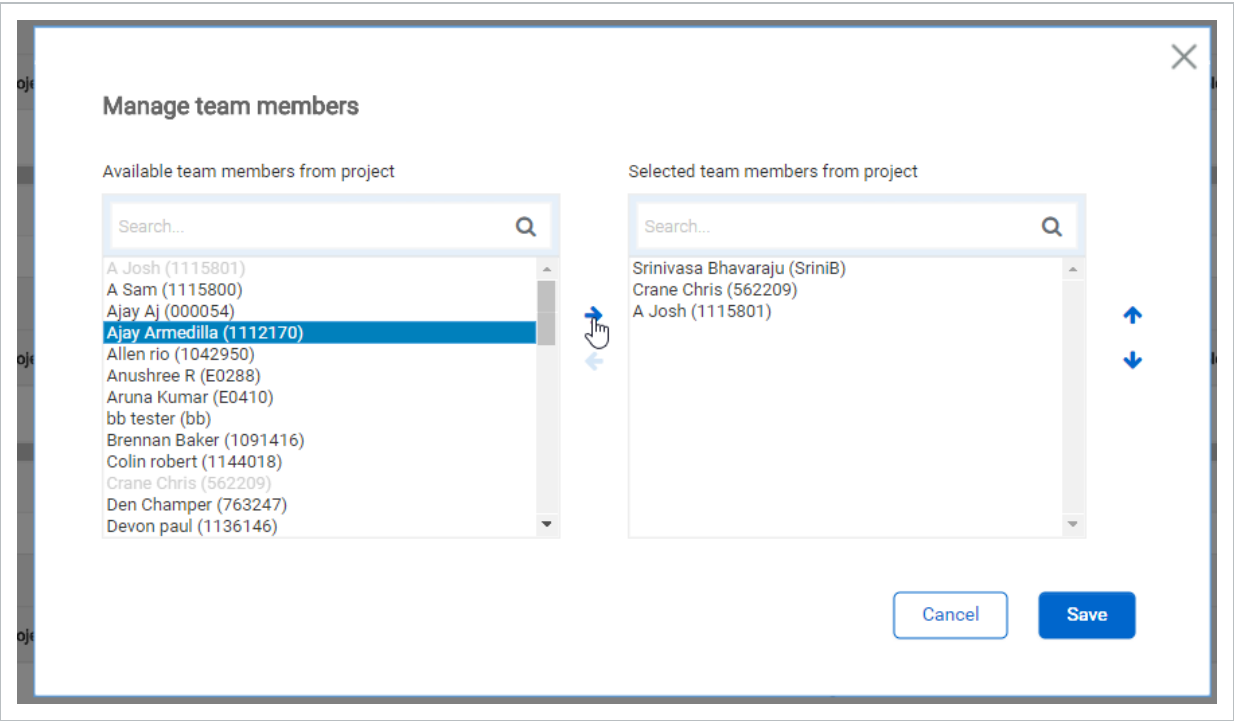
The following steps walk you through how to set up members in Weekly Time Sheet.

Add Members to Weekly Time Sheet

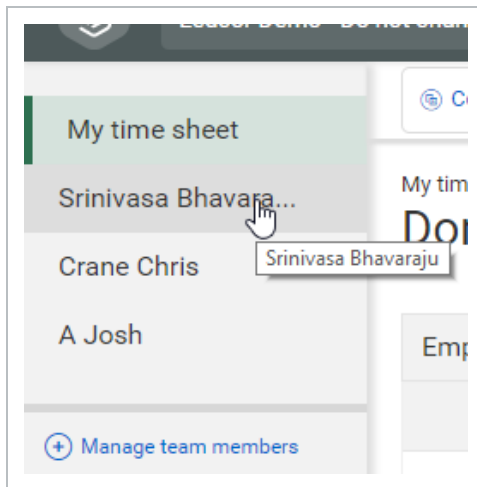
1. From the Weekly time sheet page, select + **Manage team members**.



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



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



3.3.2 Input Time

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

WEEK 4 APRIL 22 - 28, 2019

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

Display: ☒ Allowances ☒ Equipment

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

Allowances

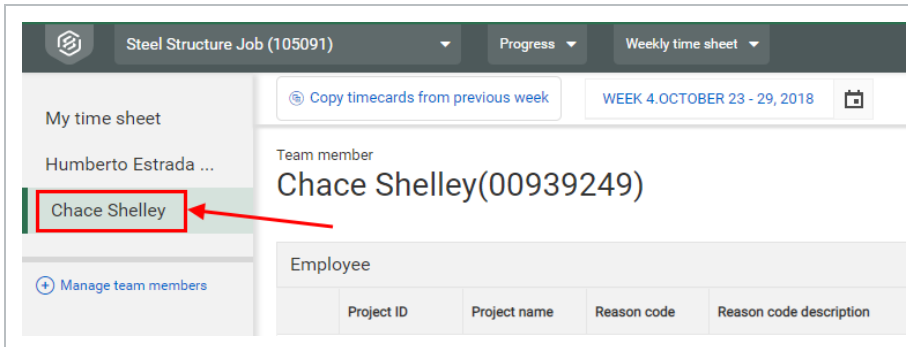
TIP

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

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

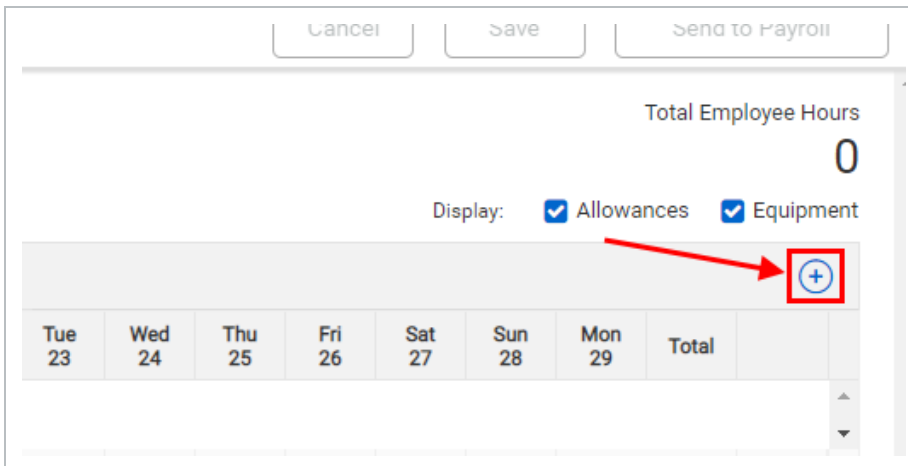
Input Time on Weekly Time Sheet

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



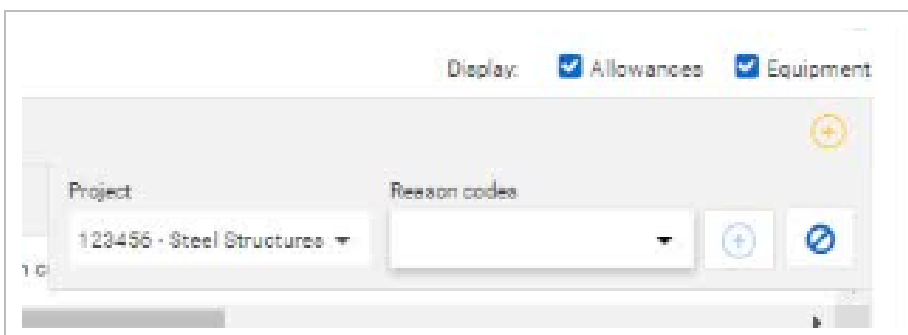
The screenshot shows the 'Weekly time sheet' page for 'Steel Structure Job (105091)'. The 'Team member' dropdown is set to 'Chace Shelley(00939249)'. A red box highlights 'Chace Shelley' in the list, with a red arrow pointing to it. The 'Employee' grid is visible below, with columns for Project ID, Project name, Reason code, and Reason code description.

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



The screenshot shows the 'Employee grid' with columns for days of the week (Tue 23, Wed 24, Thu 25, Fri 26, Sat 27, Sun 28, Mon 29) and a 'Total' column. A red box highlights the '+' icon in the 'Total' column, with a red arrow pointing to it. The 'Total Employee Hours' is displayed as 0. The 'Display' section shows 'Allowances' and 'Equipment' checked.

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



The screenshot shows the 'Project' drop-down menu with '123456 - Steel Structures' selected. A red box highlights the '+' icon next to the project name, with a red arrow pointing to it. The 'Reason codes' section is also visible, with a '+' icon and a '-' icon.

4. Select a **Reason code** from the drop-down menu.

5. Enter that employee's time wherever necessary.

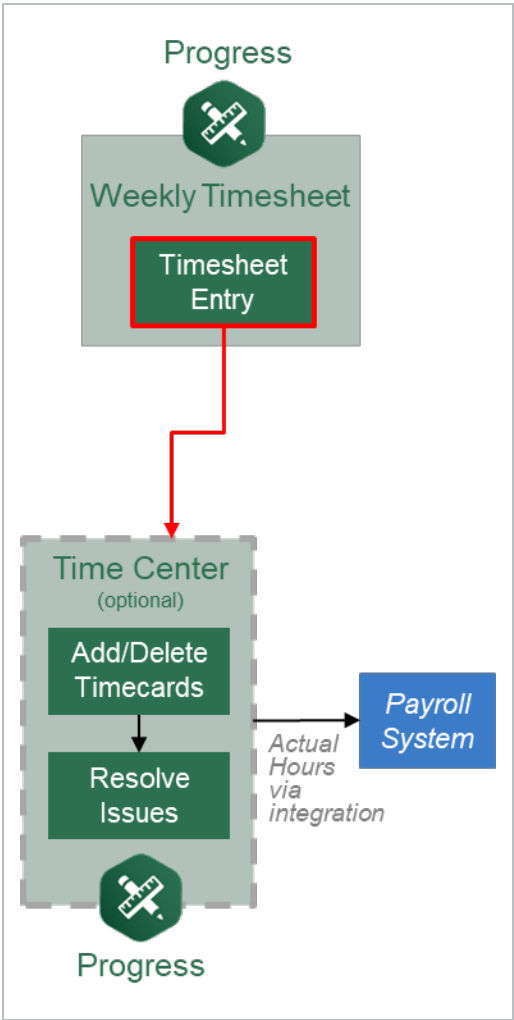
Employee										
Task ID	Task description	Plan ID	Notes	Sun 23	Mon 24	Tue 25	Wed 26	Thu 27	Fri 28	Sat 29
123456.295116.888	Unallocated Costs			0	0	0	0	0	0	0

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

6. Click **Save**.

3.3.3 Submit Hours

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



You submit hours to Time Center by clicking on the **Submit all hours button**.

The screenshot shows the 'Time Center' interface. At the top, there are three buttons: 'Cancel', 'Save', and 'Submit all hours' (which is highlighted in green). Below these buttons, the text 'Total Employee Hours' is displayed above the number '52'. At the bottom, there is a 'Display:' section with two checked checkboxes: 'Allowances' and 'Equipment'.

Lesson 3 Review

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

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

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

Lesson 3 Summary

As a result of this lesson, you can:

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



LESSON 4 – TIME CENTER

Lesson Duration: 20 minutes

Lesson Objectives

After completing this lesson, you will be able to:

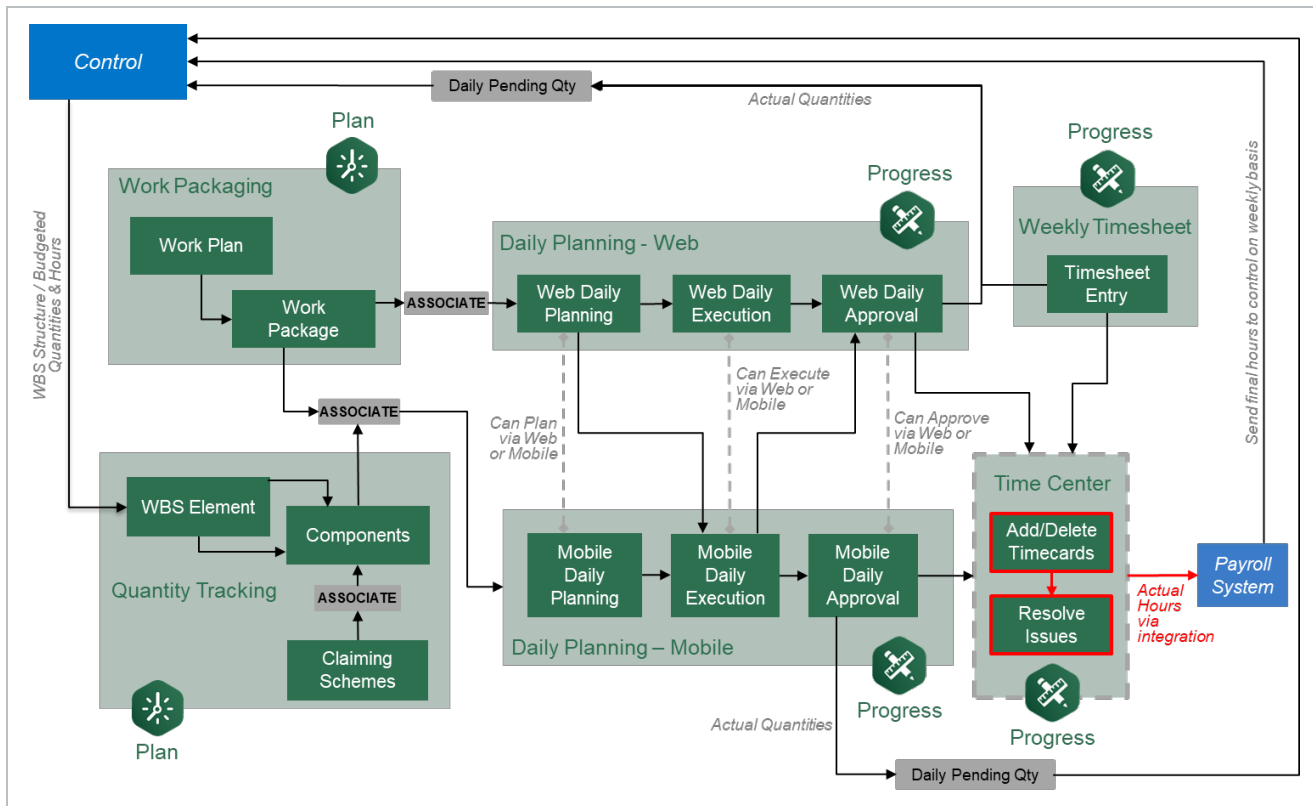
- Navigate the Time Center module
- Create, edit, and send timecards

Lesson Topics

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4.1 INEIGHT PROGRESS WORKFLOW - TIME CENTER

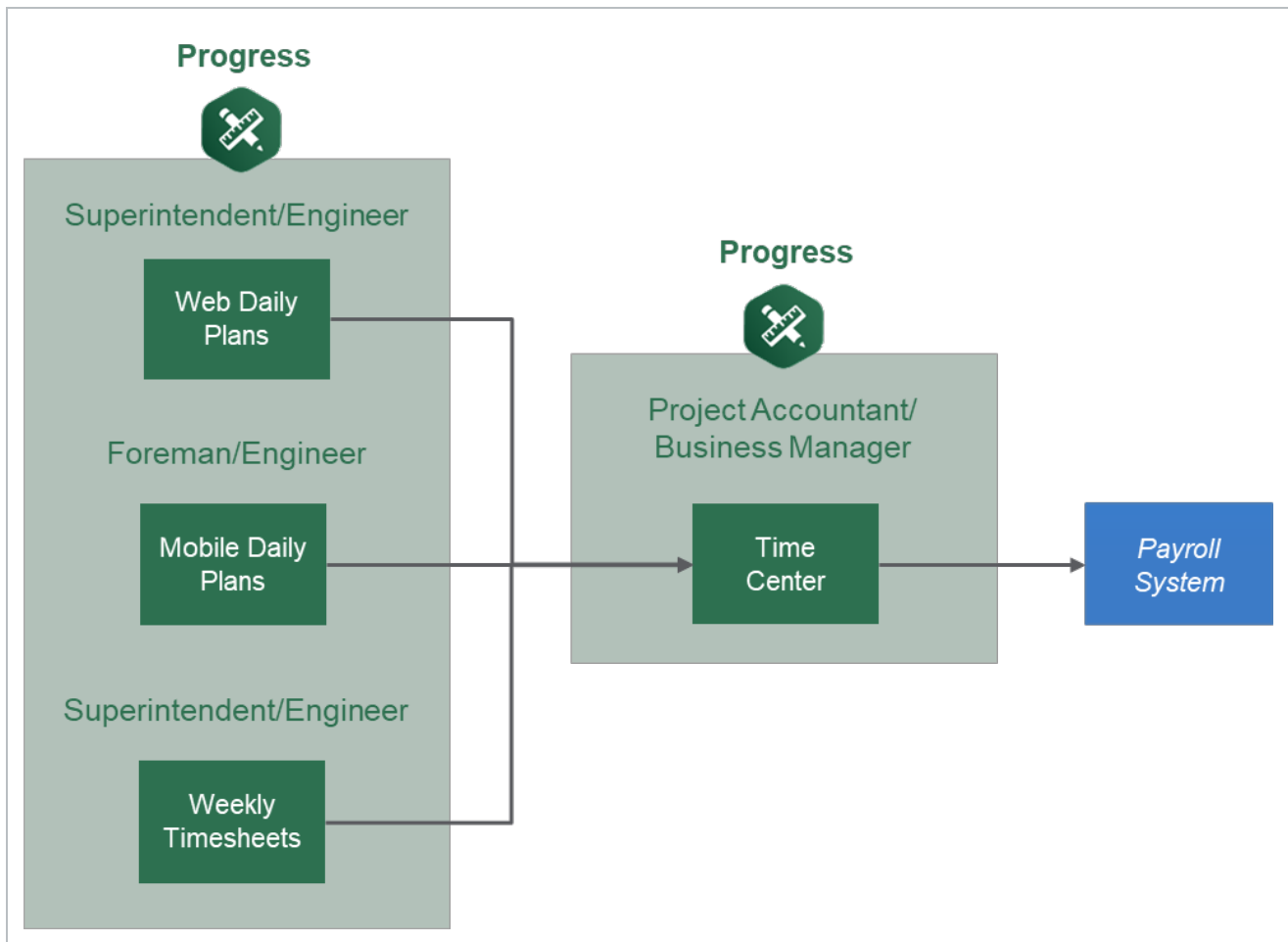


4.2 TIME CENTER NAVIGATION

4.2.1 Time Center Overview

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

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



4.2.1.1 Time Center Purpose

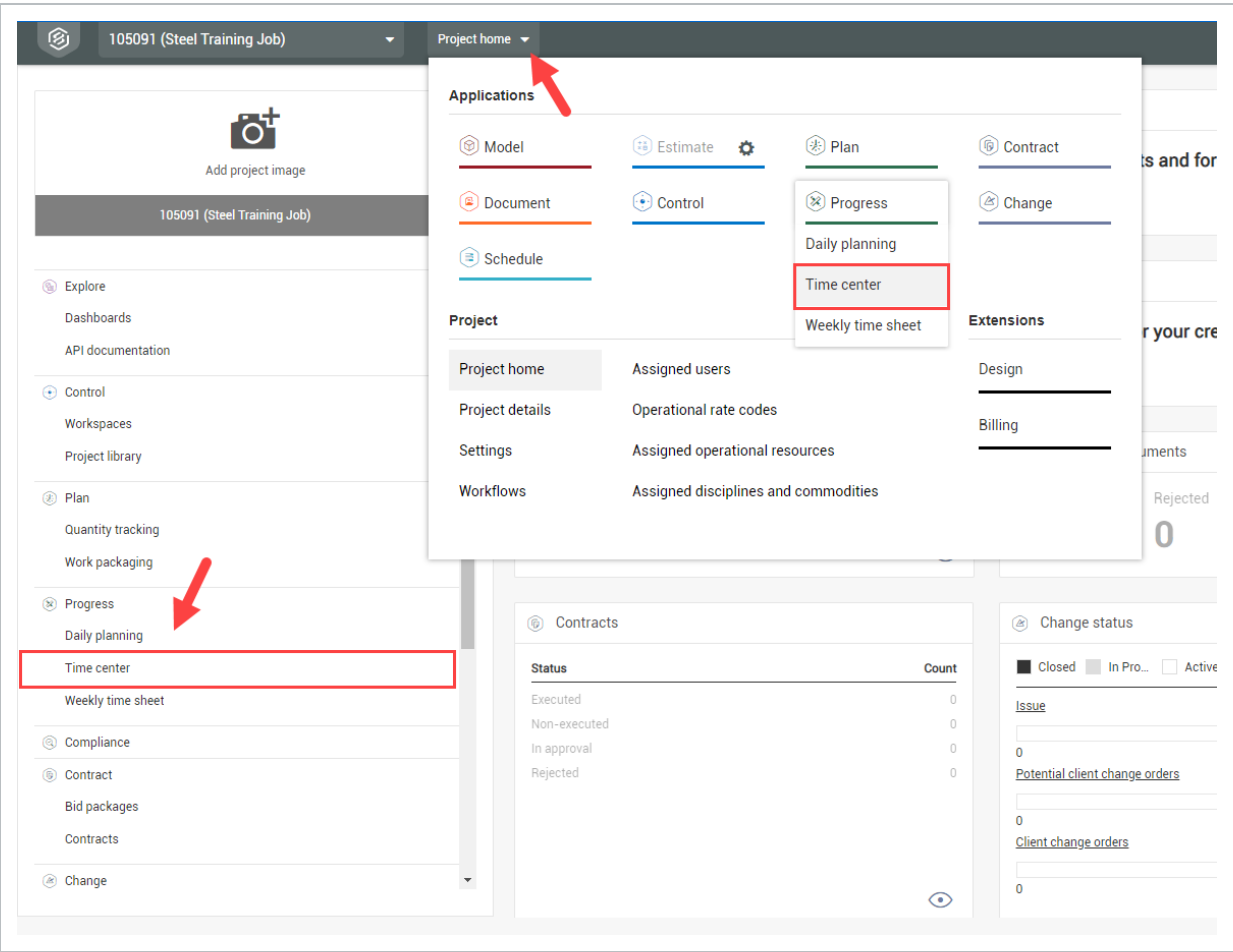
The purpose of Time Center is to:

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

4.2.1.2 Time Center Access

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

- 2nd Level Menu > Progress > Time Center
- Time Center from the Project Home page left side menu



Overview – Time Center Register Page

Title		Description
1	Employee / Equipment Tabs	Select the appropriate tab to view the timecards for either employees or equipment.
2	Date Filter	Select the date to filter using the field on the left or click the add date icon to search by a date range.
3	Toolbar	Add, edit, delete or copy timecards using the toolbar on the left. View summary information, make bulk edits, and export timecards using the toolbar on the right.

Overview – Time Center Register Page (continued)

Title	Description
4 Query Shortcut Icons	The double arrow is a shortcut to expand the Query builder slide out panel. The blue filter icon indicates how many queries are applied. Yellow filter icons appear for each filter applied.
5 Side Panel	The upper portion contains preset filters to view just timecards with issues, timecards not sent, timecards sent, or all timecards. The lower portion contains the Query builder to create queries to search for specific timecards. You can save your queries under My queries, and access Shared queries.
6 Timecard register	Contains rows and columns that house all timecard data imported from daily plans and weekly timesheets.

The screenshot displays the Time Center Register interface. A red box highlights the main content area, and numbered callouts identify specific features:

- 1:** Filter tabs for EMPLOYEES and EQUIPMENT.
- 2:** Date range selector showing Sunday, July 01, 2018 to Friday, August 31, 2018.
- 3:** Action buttons: Cancel, Save, and Send selected.
- 4:** Query builder icon (double arrow) in the side panel.
- 5:** Filter icon (blue) in the side panel.
- 6:** The main data table with columns: Plan ID, Time card ID, Employee ID, Employee name, Reason code, Task ID, Task description, and Date.

The side panel on the left includes filters for Issues (Not sent (9), Sent, All (9)), a query builder section (Add new query, View all results (clear query)), and sections for My queries and Shared queries.

Plan ID	Time card ID	Employee ID	Employee name	Reason code	Task ID	Task description	Date
15200	PI2011	00396680	Eto Wilson				7/4/2018
15200	PI2013	00396680	Eto Wilson				7/4/2018
15200	PI2017	00396680	Eto Wilson				7/4/2018
15200	PI2037	00396680	Eto Wilson				7/4/2018
15205	PI2234	00396680	Eto Wilson	1621			7/4/2018
15205	RD3629852	00396680	Eto Wilson	AWK	18	Remove Asphalt Paving	7/4/2018
15205	RD3630314	00396680	Eto Wilson		20	Remove Station Canopy	7/4/2018
16190	RD3630563	00396680	Eto Wilson	OPT		Remove Asphalt Paving	7/6/2018
16193	RD3630567	00396680	Eto Wilson	OPT		Remove Asphalt Paving	7/6/2018

Summary: Employee total 1, Employee hour totals 3, Time card total 9.

4.2.2 Time Center Register Columns

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

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

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

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

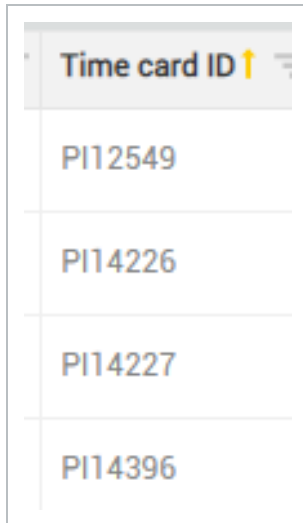
Column	Editable in Time Center?
Labor Cost type	Yes
Equipment cost type	Yes
Notes	No
Equipment Fields	
Equipment ID	Yes
Equipment description	Automatic
Equipment hours	Yes
Equipment reason code	Yes
Equipment reason code description	No
Equipment location	No
Maintenance Fields	
Work order	Yes
Work order description	Automatic
Equipment repair number	Yes
Equipment repair description	Automatic
Status Fields	
Modified by	Automatic
Modified date	Automatic
Integration status	Automatic
Timecard status	Automatic
Validation issue?	Automatic

NOTE

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

4.2.2.3 Sort Columns

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



Time card ID ↑
PI12549
PI14226
PI14227
PI14396

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

4.2.2.4 Move Columns

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

4.2.2.5 Filter columns

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

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

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

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

Employee name	Labor hours	Reason code	Task ID
Allen Robert			
Allen Robert			
Rabbiyah Nannan-			
Divya Bhuvarahan	1	OT	
Rabbiyah Nannan-...	2	OT	
Divya Bhuvarahan	1	OT	
Rabbiyah Nannan-...	1	PT	
Divya Bhuvarahan	1	RE	

Filter

Lock

Unlock

Show items with value that:

Contains

Robert

And

Contains

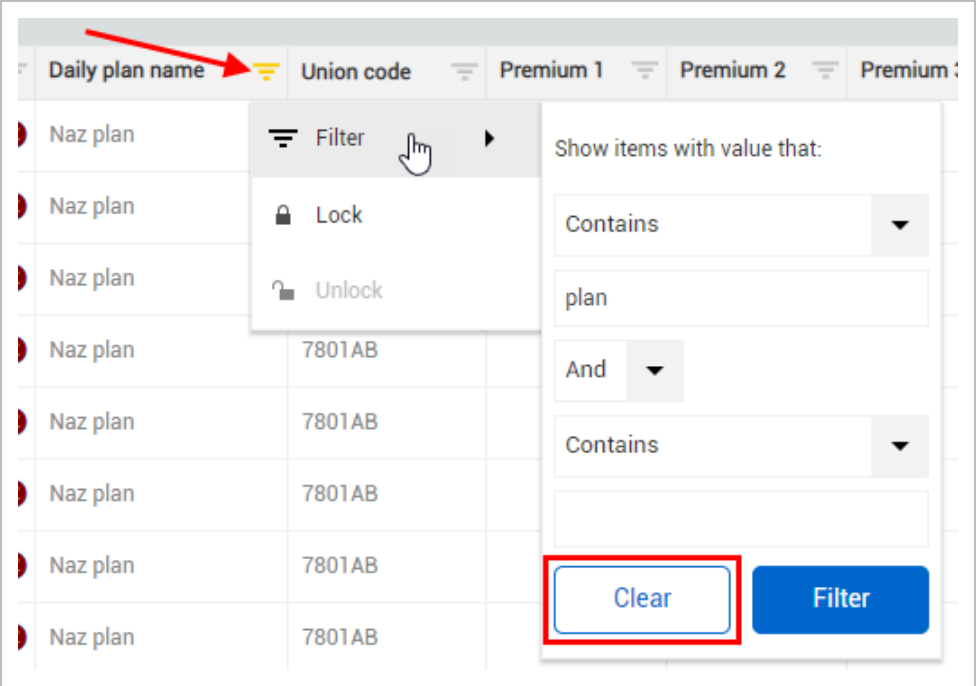
Clear

Filter

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

Date	Integration sta
5/4/2019	Not sent
5/11/2019	Not sent

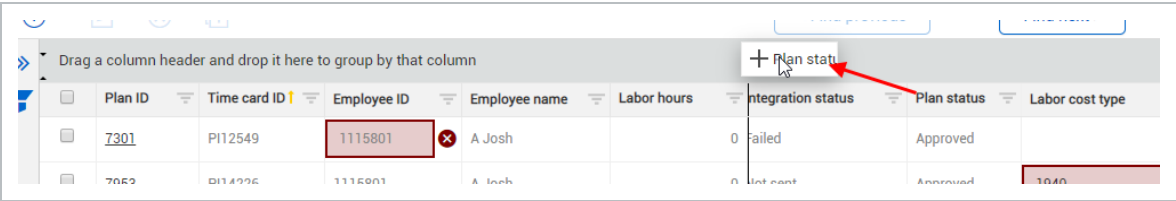
To clear the filter, you would click on the columns filter icon and select Clear.



4.2.2.6 Group Columns

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

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



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

Plan status ×							
☐	Plan ID	Time card ID	Employee ID	Employee name	Labor hours	Reason code	Ta
^ Plan status: Approved Labor Hours: 313.25							
☐	7301	PI12549	1115801 ×	A Josh		NRC ×	
☐	7953	PI14226	1115801	A Josh		Premium ×	25
☐	7953	PI14227	040404 ×	Ajay Ananthan		Premium ×	

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

Plan status 				
☐	Plan ID	Time card ID	Emp	
^ Plan status: Approved Labor Hours: 313.25				
☐	7301	PI12549	11	

The column will return to its placement within the register.

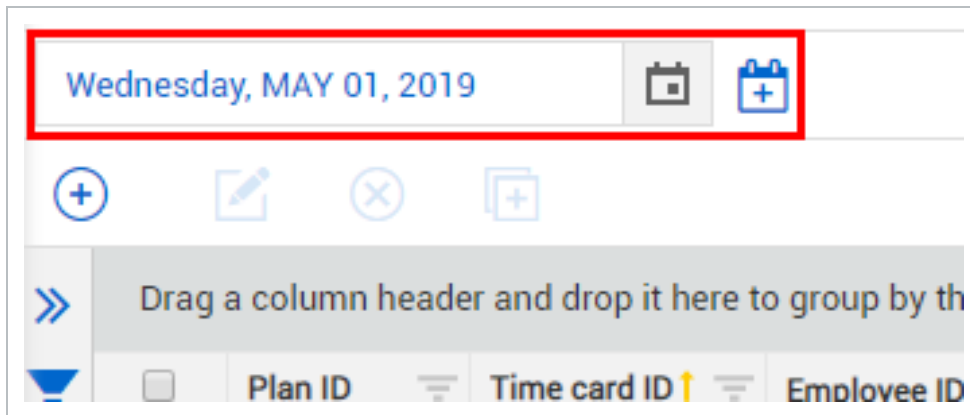
4.2.3 Unapproved Timecards

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

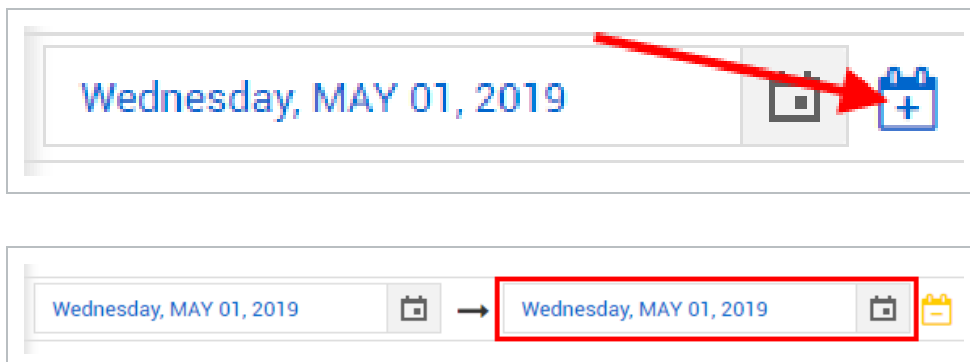
☐	Plan ID	Plan status	Time card ID	Employee ID	Employee name	Notes
☐	16202	Approved	RD127687	0046 ×	Ajay Aj	
☐	16202	Approved	RD127690	0046 ×	Ajay Aj	
☐	16202	Approved	RD127695	0046 ×	Ajay Aj	
☐	16303	Approved	RD129094	1018552	Nick v	
☐	16303	Approved	RD129098	1018552	Nick v	
☐	16321	Awaiting Appr...	RD129437	1144018	Colin robert	
☐	16321	Awaiting Appr...	RD129439	1144018	Colin robert	
☐	16321	Awaiting Appr...	RD129440	1144018	Colin robert	

4.2.4 Date Filter

You can specify what date to filter your timecards to by either typing the date in the Date field or by selecting the date from the calendar icon.



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

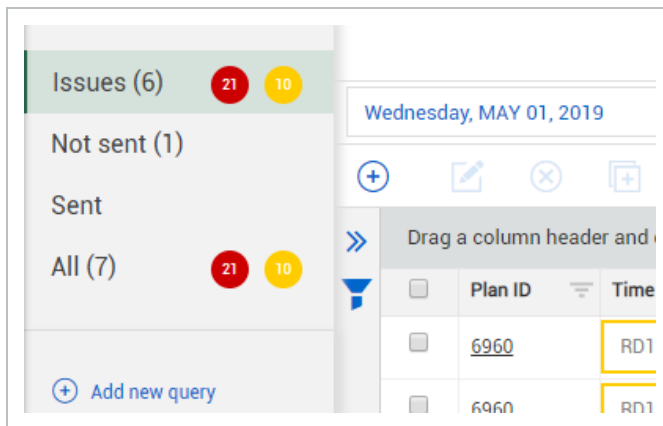


4.2.5 Timecard Pre-Set Filters

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

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

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

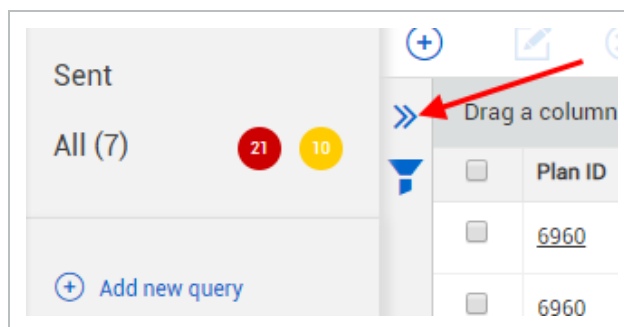


4.2.6 Query Builder

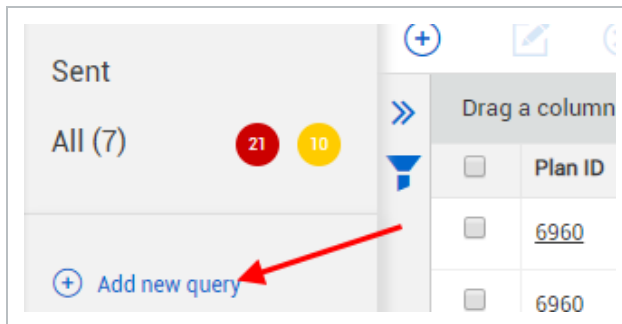
In addition to the filters you can set on individual columns, you can also add filters using the Query Builder. The following steps walk you through creating a query using the Query Builder.

Query Builder

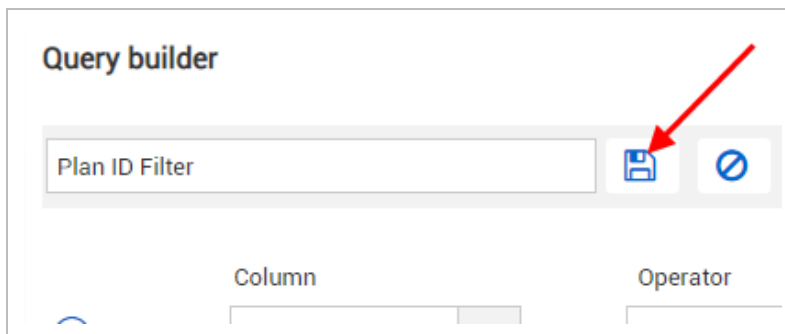
1. From the Time Center register, do one of the following to open the Query Builder:
 - Click on the **double arrows** next to the left side bar.



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



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



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

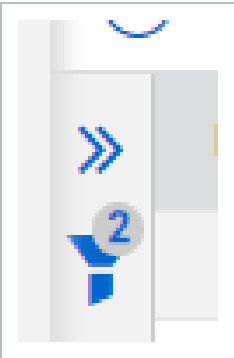


- The query will now show up under Shared queries

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

4.2.6.7 Filter Indicators

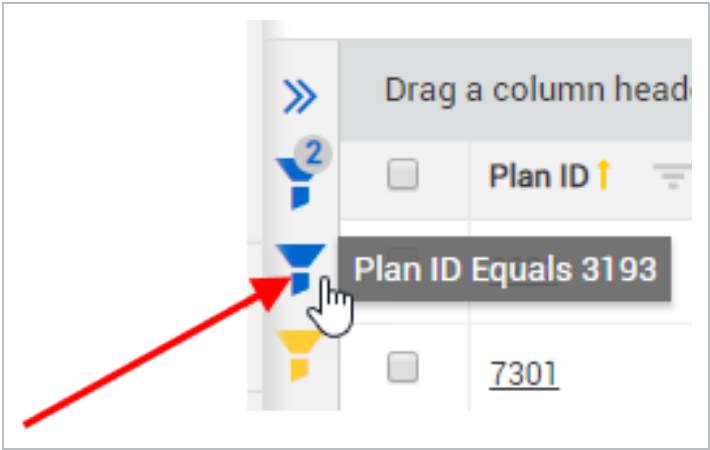
The number next to the top filter indicator shows how many queries have been applied.



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



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



4.2.7 Error Indicators

4.2.7.8 Errors

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

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

4.2.7.9 Warnings

Fields that appear in yellow indicate a warning. Timecards with warnings can still be sent to Payroll, but it is recommended that they be fixed to avoid possible confusion or issues with timecards. You can hover over the warning indicator symbol to see the reason for the warning, so you can make corrections.

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

4.3 TIMECARD MANAGEMENT

4.3.1 Timecard 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 timecard 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 timecards, such as for unions, reason codes, allowances, and premiums, based on your payroll needs.

4.3.2 Timecard Review

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

These Employee IDs may be invalid for reasons such as:

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

4.3.2.1 Data Validation Errors

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

Error	Causes
Invalid Work Order Number	Work Order status is not active and is assigned to the Equipment Repaired Number. Work Order status is active and is not assigned to the Equipment Repaired Number.
Invalid Equipment Repaired Number	Equipment status is not active. Equipment status is active, but not assigned to current project.
Invalid Allowances	Employee has an allowance assigned that is not valid for that type of employee or for the union it belongs to.

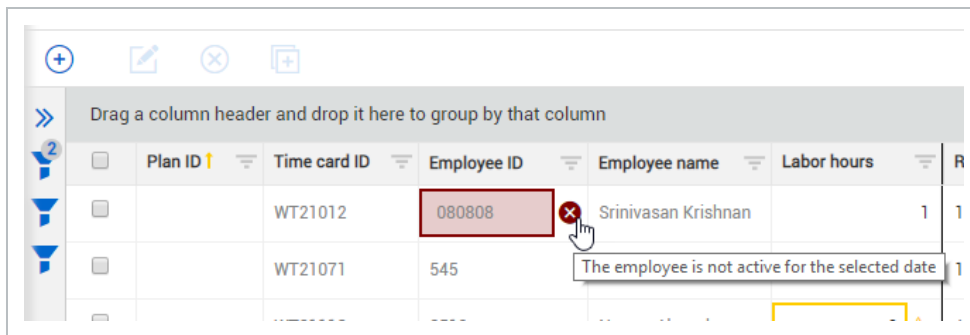
Error	Causes
Invalid Employees	Timecard date is not between the employee start and end dates. Employee status is not active. Employee status is set to not report time. Employee is not currently assigned to the project. Timecard has an operated equipment reason code and the Employee ID is blank.
Invalid 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

4.3.2.2 Correcting Issues Outside of Time Center

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



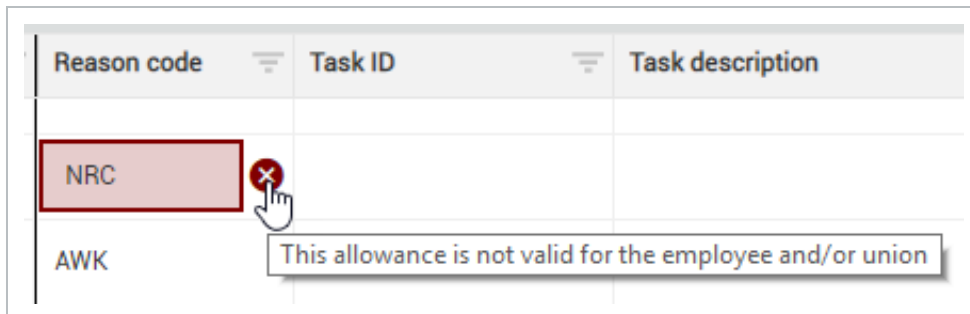
The screenshot shows a table with columns: Plan ID, Time card ID, Employee ID, Employee name, Labor hours, and R. The first row has values: Plan ID (empty), Time card ID (WT21012), Employee ID (080808), Employee name (Srinivasan Krishnan), Labor hours (1), and R (1). The Employee ID cell is highlighted in red with a red 'X' icon. A tooltip message says "The employee is not active for the selected 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 timecard. Once corrected, this error would be removed.

4.3.2.3 Correcting Issues in Time Center

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

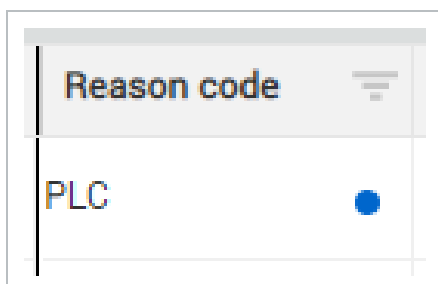


The screenshot shows a table with columns: Reason code, Task ID, and Task description. The first row has values: Reason code (NRC), Task ID (empty), and Task description (empty). The Reason code cell is highlighted in red with a red 'X' icon. A tooltip message says "This allowance is not valid for the employee and/or union".

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 timecard.

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



The screenshot shows a table with columns: Reason code. The first row has values: Reason code (PLC). A blue dot is visible next to the Reason code cell.

Reason code
PLC

4.3.2.4 Other Timecard Adjustments

You may need to make timecard 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 timecard.

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				

NOTE

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

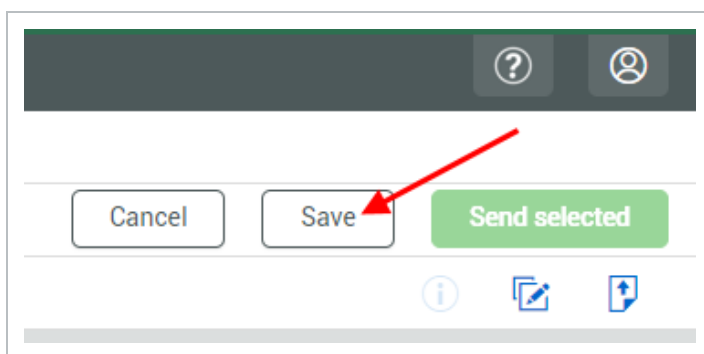
You can also assign or correct premiums. There are identified premiums (created at the project level) from which you can choose.

+ × ▼ Cancel Save Send selected							
NT Monday, April 16, 2018 📅 📅							
Time card ID	Employee ID	Employee name	Notes	Employer company	Premium 1	Premium 2	P
RD125887	162769	Rawle M Alexander					
RD127643	1115800	✖ A Sam					
RD127647	1115800	✖ A Sam					
RD127656	1115800	✖ A Sam					
RD127687	0046	✖ Ajay Aj		Pk	Enter Pre...		
RD127690	0046	✖ Ajay Aj		Pk	14thMar18-...		
RD127695	0046	✖ Ajay Aj		Pk	Act Premium		
RD129094	1018552	Nick v			Add Premium...		
RD129098	1018552	Nick v			Alloy Welding		
RD129437	1144018	Colin robert			Day/Night		
RD129439	1144018	Colin robert			Extra Timings		
					First Aid		

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

4.3.3 Saving Changes

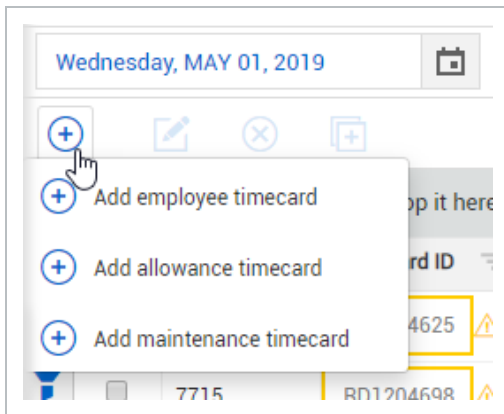
As you make changes, be sure to click **Save** in the upper right-hand corner to save your edits.



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

4.3.4 Add Timecard

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

**NOTE**

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

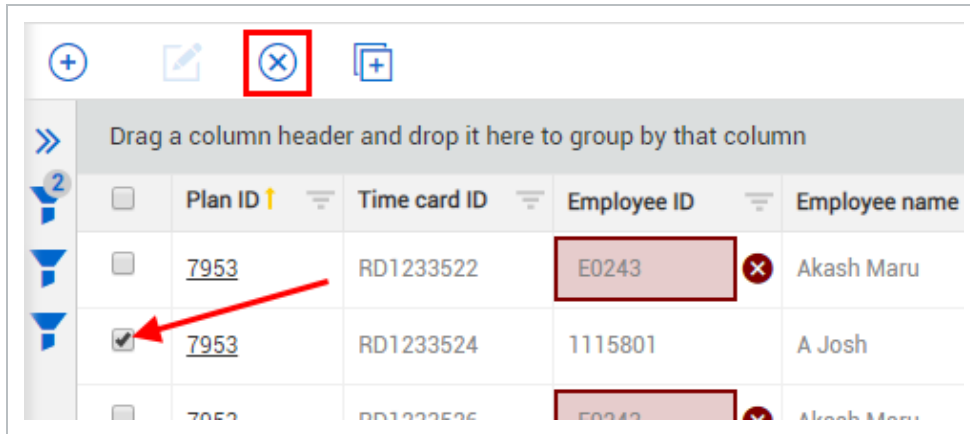
A slide out panel opens on the right to fill out and add the timecard.

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

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

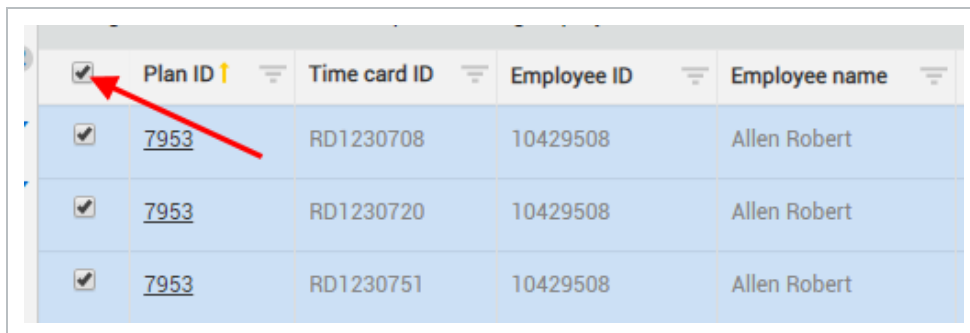
4.3.5 Delete Timecard

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

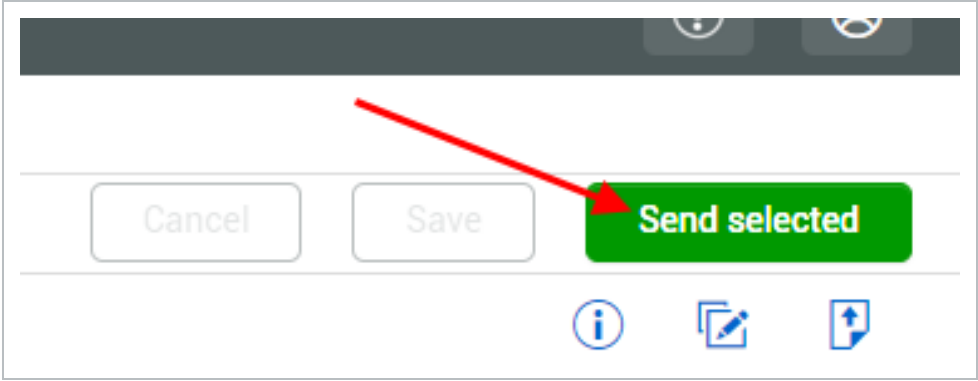


4.3.6 Submit to Payroll

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



With the timecards selected, click the **Send Selected button**.



This sends the selected timecards to your Payroll system.

4.3.6.5 Integration Validation

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

- If there are errors, that timecard 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

Lesson 4 Review

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

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

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

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

Lesson 4 Summary

As a result of this lesson, you can:

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