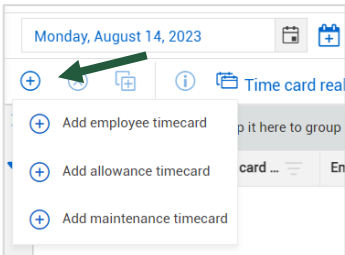**Note: Users must have organization-level access to view Time Center.**

Check role configurations in Suite administration > Roles and permissions.
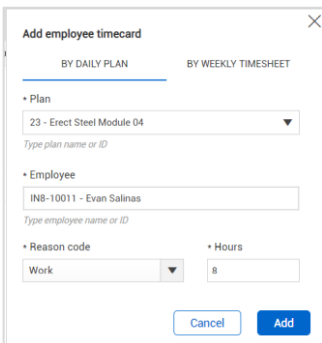
Check user permissions in Suite administration > User management.

ADD A TIME CARD

1. Click the **Add a time card** ⊕ icon.

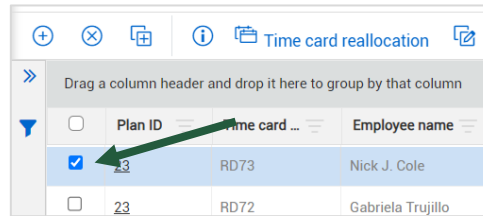2. Select the type of time card you want to add from the drop-down menu.

3. Complete the slide-out panel and click **Add**.

DELETE A TIME CARD

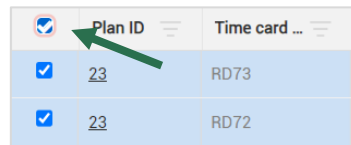1. Select the time card by clicking the row header check box.

2. Click the **Delete time card** ⊗ icon.

SUBMIT TO PAYROLL

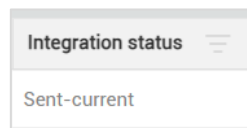1. Select the time cards individually or check the box to select all time cards.
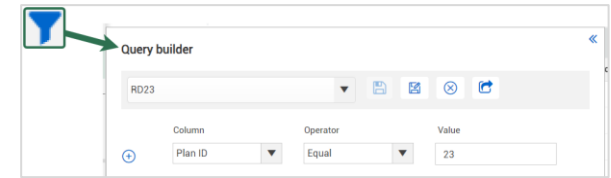
2. Click the **Send Selected** button.

3. The system will validate the information to make sure there are no errors. If successful, the Integration status updates to Sent – current.
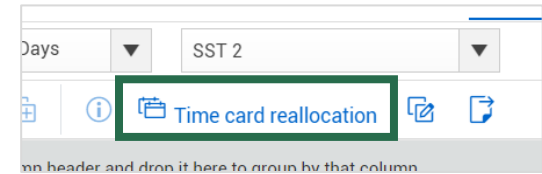
REALLOCATE TIME CARDS

1. Create and save a query that includes all time cards you want to reallocate.

2. Click **Time card reallocation**.

3. Enter the required fields and click **Start**.

4. Eligible time cards will be reallocated. When complete, a success message will appear.

UNAPPROVED TIME CARDS

Time cards that have not been approved and are still in Execution or Awaiting Approval status cannot be edited or deleted.

● INDICATORS

WARNINGS

Warnings are indicated in yellow. Hovering over the warning indicator will give you more information. Time cards with warnings may be sent to payroll.

ERRORS

Errors are indicated in red. Hovering over the error indicator will give you more information. Errors must be corrected before the time card can be sent to payroll.

● CORRECT ISSUES

CORRECTIONS

Many fields within Time Center are editable. To correct an issue, click the field and make changes.

OVERRIDES

The following columns are available for override adjustments:

- Override craft
- Override craft description
- Override trade
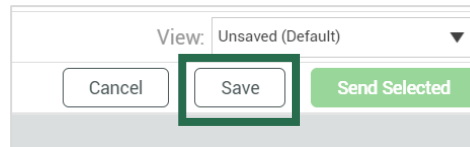- Override trade description
- Uplift override

● SAVE CHANGES

A blue dot appears when unsaved changes have been made.

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 InEight Progress.

● EXPORT TIME CARDS

1. To export time cards, filter to the time cards you want to include in the export.
   - You can use pre-set filters, date ranges, project groups, column filters, or queries to filter time cards.
2. Click the **Export** 🔗 icon and select **New data export**.
   - The **Export history** page opens in a new window.
3. Click the **Download** icon to download the export file.