

# QUICK GUIDE

# MANAGE TIME CARDS



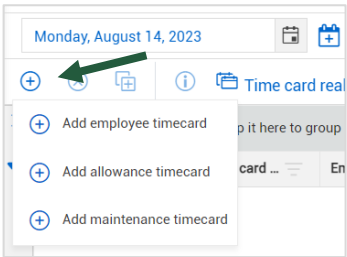
**Note: Users must have organization-level access to view Time Center.**

Check role configurations in Suite administration > Roles and permissions.

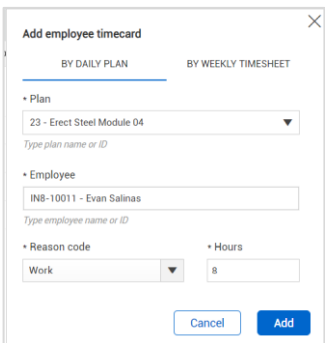
Check user permissions in Suite administration > User management.

## 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**.



## UPDATE TIME CARDS

Changes made to time cards in Progress Daily Planning or Weekly Time Sheet do not update in Time Center in real time.

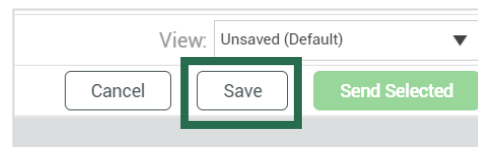
Daily Planning	Weekly Time Sheet	Time Center
Daily plan is submitted to <b>Execution</b>	Time sheet is <b>saved</b>	<b>Time cards</b> become visible in Time Center
Daily plan is <b>graduated</b> to a new status	Time sheet is <b>saved</b>	<b>Changes</b> become visible in Time Center
Daily plan is <b>approved</b>	Time sheet is <b>submitted</b>	Time cards become <b>editable</b> in Time Center

## SAVE CHANGES

A blue dot appears when unsaved changes have been made.

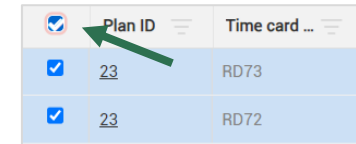
Employee name	Labor hours	Reason code
Gabriela Trujillo	10	OPT

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.

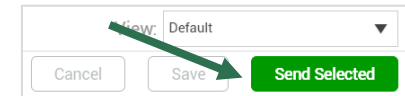


## SUBMIT TO PAYROLL

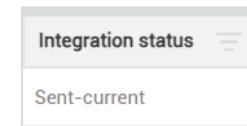
1. Select the time cards individually or check the box to select all time cards.



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.



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## 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.

Richard Gushue	30	⚠	Standard time
Darrel P. Lewis			Standard time
Conlin Connolly	10		Standard time

### 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.

<p>The following issues were found</p> <ul style="list-style-type: none"> <li>This timecard may be a duplicate with another timecard for this date and employee</li> <li>Employee not on active roster for this date</li> </ul>			
2026185	RD112155...	00335237	Lesia Woodruff
2026185	RD112155...	Employee-KWT-C	slade willson

## CORRECT ISSUES

### CORRECTIONS

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

Employee name	Labor hours
Richard Gushue	30

→

Employee name	Labor hours
Richard Gushue	30.00

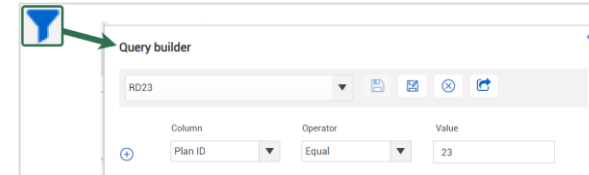
### OVERRIDES

The following columns are available for override adjustments:

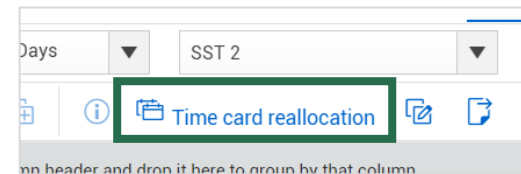
- Override craft
- Override trade description
- Override craft description
- Uplift override
- Override trade

## 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.

## 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.

File name	Status	Total record count	Exported on
EMPLOYEES08212024060507.csv	Complete	5	08/21/2024
EMPLOYEES08212024060305.csv	Complete	46	08/21/2024