



Data Exchange Module

Time Entry Workbook

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SPECTRUM DATA EXCHANGE (SDX) TIME ENTRY WORKBOOK

Viewpoint has created a Microsoft Excel® Time Entry Workbook that utilizes Web Services that are part of the Data Exchange module. The Time Entry Workbook uses the Web Services to select data, validate information and to send Pre-Time Card records to Spectrum. The Workbook uses Web Services and therefore requires an Internet connection to retrieve and send data. Once data is retrieved, it can be saved for local entries and then sent to Pre-Time Card at a later time when the user has access to the Internet.

The Time Entry Workbook uses the Data Exchange's Time Entry Web Service with is made up of the following individual Web Services:

- GetJob
- GetPhase
- GetEmployee
- GetEquipment
- GetEqCostCategory
- GetWageCodes
- GetDedAddon
- GetPayTypes
- PreTimeCard

Please see the Spectrum Help, *Data Exchange Manual* for more details regarding the individual Web Services used on the Time Entry Workbook.

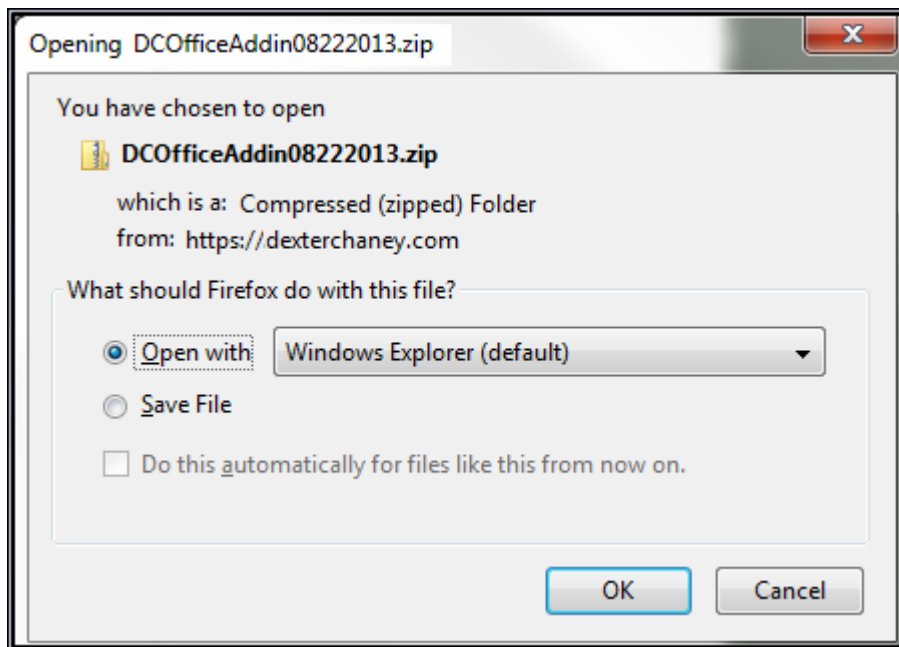
The Time Entry Workbook uses the PreTimeCard Web Services as a point of entry for daily Labor and Equipment time card records to be created. It also provides the option to create Add-ons, Production Quantities, Equipment Usage, Equipment Repair and Vacation/Holiday/Sick/Other pay type options.

TIME ENTRY WORKBOOK INSTALLATION

The Time Entry Workbook is stored within the DCOfficeAddin zip file. Go to the Data Exchange Excel Download screen to access the file within Spectrum.

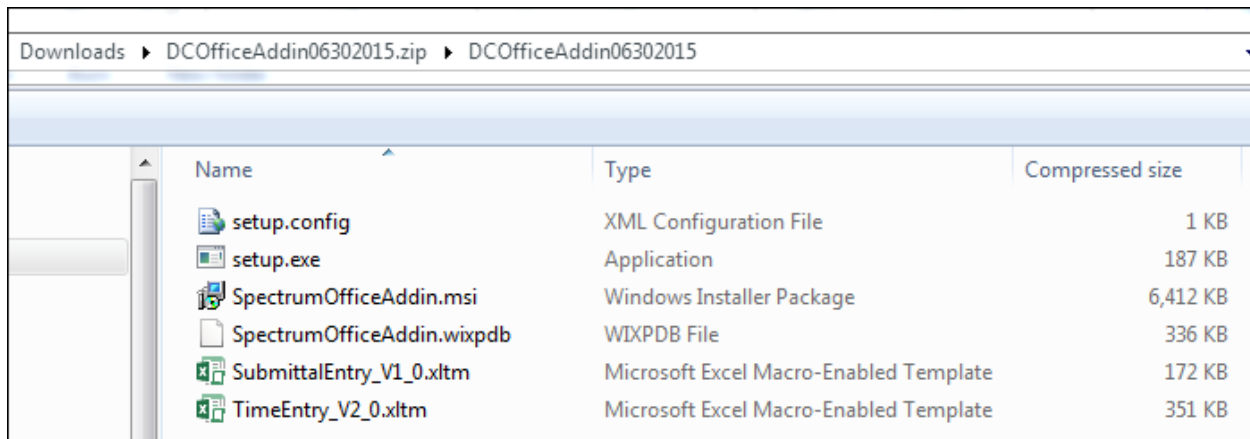


Click **Export** to download the programming. The Opening window (shown below) displays and provides the option to either **Open With**—Windows Explorer (default) or **Save File**.



Select the **Save File** option and click **OK**. The user controls the location of where the file is stored.

Open the zipped folder and see the content of the DCIOfficeAddin zip folder (shown below) which contains the programming for the Spectrum Office Add-in and the Time Entry Workbook which is a separate Microsoft Excel Macro-Enabled Template file.



Name	Type	Compressed size
setup.config	XML Configuration File	1 KB
setup.exe	Application	187 KB
SpectrumOfficeAddin.msi	Windows Installer Package	6,412 KB
SpectrumOfficeAddin.wixpdb	WIXPDB File	336 KB
SubmittalEntry_V1_0.xltn	Microsoft Excel Macro-Enabled Template	172 KB
TimeEntry_V2_0.xltn	Microsoft Excel Macro-Enabled Template	351 KB

Save the Time Entry Workbook to a location for the Administrator (i.e. Payroll Department) to save as their master file. The Administrator will then create security to grant the user access to the workbook, complete the 'authorized' setup, and secure the workbook with standard Excel functionality prior to use by a Supervisor's data entry.

SPECTRUM DATA EXCHANGE SETUP

In order to use the Time Entry Workbook, the Spectrum Data Exchange module must be licensed and an Authorization ID must be created. The Authorization ID requires the TimeEntry Web Service to be activated. This one Web Service contains the 'GET' services required to populate the approved values tables and to send payroll data to Spectrum. A Spectrum operator ID is required when using this service. The defined Spectrum operator ID is used to determine the security access for those companies utilizing Job Based Security or Cost Centers.

TIME ENTRY WORKBOOK SETUP

The Help tab within the Time Entry Workbook provides a high level description of the individual fields and buttons located on the main Setup tab. This manual provides more specific information regarding each component of the Time Entry Workbook.

Time Entry Main Setup Tab

The main Time Entry Setup tab defines the Web Service information, selections and definitions needed for the setup. The data defined here is used to get data out of Spectrum, define valid options, and provide the lookup functionality used on the Time Entry tab. The definitions are used to create the payroll records and then send them to Spectrum for review within the Pre-Time Card Import Employee Error screen. If errors exist within the main setup tab then a message will display in a new window.

Fields/Button	Description
URL	Required Field. Define the Spectrum server address with port number followed by /ws. Example: https://myurl.dexterchaney.com:8482/ws
Authorization ID	Required Field. Define the valid Data Exchange Authorization ID that provides access to the Spectrum Database.
Selection Criteria section	
	This section defines the specific parameters to get data from Spectrum to be used for validation and setup. Each selection option allows for one entry and will help limit the data returned to the workbook for the Jobs and Phases Get services.

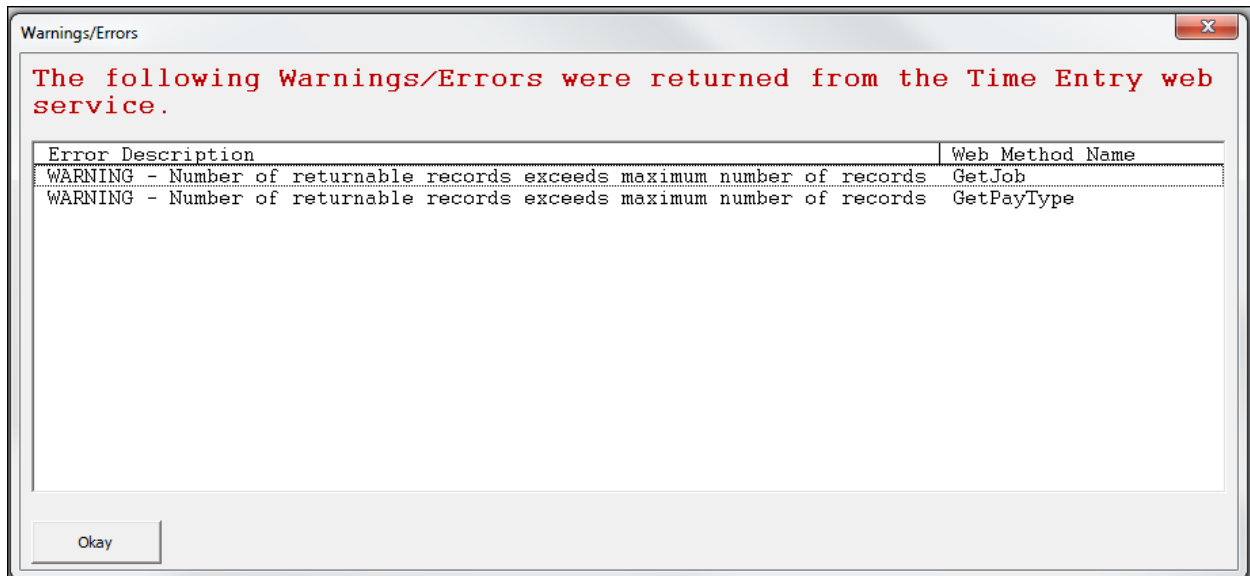
Fields/Button	Description
Job Company	Required Field. Define the company code to select the Jobs and Phase information.
Job Division	Define a Job Division for the Jobs service to narrow down the selection.
Job Number	Define a Job Number for the Phase and Wage Code service to narrow down the selection to define only information for this Job.
Project Manager	Define a Project Manager to get Job Information.
Superintendent	Define a Superintendent to get Job Information.
Estimator	Define an Estimator to get Job Information.
Customer Code	Define a Customer Code to get Job Information.
Definitions section	
	This section defines the specific parameters to get data from Spectrum to be used for validation, setup and sending the records to Payroll. Each selection option allows for one entry and will help limited the data returned to the workbook for the Phase, Equipment and Payroll Get services.
Labor Company(s) with Payroll Department	
	This section defines what companies the Employees are coming from and specific Payroll information needed to create the records to send to Payroll. Allows up to 3 companies and the associated Payroll Departments are required if a company code is defined.
Primary Company	Required Field. Define a valid company code along with their associated Payroll Departments.
Direct Payroll Department	Define a Direct Payroll Department for the defined company.
Indirect Payroll Department	Define an Indirect Payroll Department for the defined company.
Equipment Company(s) with Maintenance PR Department	
	This section defines what companies the Equipment is coming from and the Payroll information needed to create the records to send to Payroll. Allows up to 3 companies and the associated Maintenance Payroll Department are required if a company code is defined.
Equipment Company	Define a valid company code.
Maintenance PR Department	Define a Maintenance Payroll Department for the defined company.
EU Employee	Define a default Employee code to be used for creating Equipment Usage transactions via Payroll. Recommend either defining the Superintendent or create a dummy employee code within Spectrum for these records.
Cost Type	

Fields/Button	Description
	This section defines the cost types for specific groups of data to be displayed, validated and used for defaults when creating Payroll records.
Labor	Required Field. Define the Labor cost type. If Field is blank on the Time Entry tab then defaults from here for Payroll records.
Equipment	Required Field. Define the Equipment cost type. If Field is blank on the Time Entry tab then defaults from here for Payroll records.
Production Quantities	Required Field. Define the Production Quantities cost type. This is used to display the Quantity data within Time Entry tab.
Buttons	
Get Data	Must be done prior to setting up the individual authorized Setup Lists. Connects to Spectrum and uses the Get Web Services to gather data for the workbook validation and the other setup pages.
Setup Pay Types	Required if using the Vac, Hol, Sick, Other section of the Time Entry tab. DO NOT need to set up all pay types because some are predefined within the Time Entry tab and Send Payroll logic. See specific section for more information.
Setup Add-On List	Required if using the Add-on section of the Time Entry tab. Define the Add-on codes to be used on the Time Entry tab. User can define specific logic as well. See specific section for more information.
Setup Employee List	Required. Define the Employee to be used on the Time Entry tab. See specific section for more information.
Setup Jobs List	Required. Define the Jobs to be used on the Time Entry tab. See specific section for more information.
Setup Wage Codes List	Required. Define the Wage Codes to be used on the Time Entry tab for overrides. See specific section for more information.
Setup Equipment List	Required. Define the Equipment to be used on the Time Entry tab. See specific section for more information.

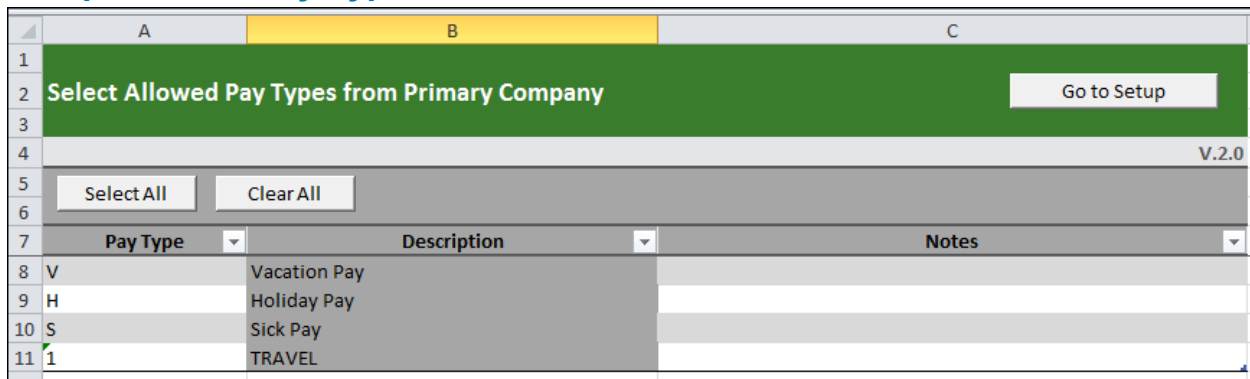
Click **Get Data** to initiate the Get services to retrieve the data based on the defined criteria. If an error exists within the main setup tab then a new window will display the error.

Each service has a defined max number of records that is defined within the Data Exchange Authorization ID.

If the selection criteria defined hits the limit then a warning window will display to let the user know as shown below.



Setup Allowed Pay Types Tab



The Setup Allowed Pay Types from Primary Company allows the user to define the individual pay types that can be used within the 'Vac, Hol, Sick, Other' column section within the Time Entry tab. The screen allows the user to click **Select All** to define all available Pay Types instead of using the lookup option and defining the individual Pay Types. The screen allows the user to click **Clear All** to remove all defined Pay Types at one time.

The Standard R, O, D, ER, EO, ED and EU pay types are hard coded and are based on the type of entry on the Time Entry tab as part of the PreTimeCard mapping. These Pay Types DO NOT need to be defined here.

The setup page provides the following columns:

- Pay Type
 - Use the lookup functionality to select one of the available pay types from the GetPayTypes Web Service for the defined Primary Company only.
 - Must be defined in order to be used on the spreadsheet within the 'Vac, Sick, Hol or Other' columns.

- Descriptions – Defaults from the GetPayTypes Web Service’s Pay_Type_Desc field once a Pay Type has been defined on the screen.
- Notes - Allows user to define a note for reference for setup.

Click **Go to Setup** to return to the main Setup page in the Time Entry Workbook.

Setup Add-on List Tab

Add-On Defaults from Primary Company							Go to Setup
Select All		Clear All					
Add-On Code	Description	Hourly/Daily	Default Rate	Default Amount	Maximum	Error	
11	ADD-ON 11						
3K	401K (matching)	H	50				
4K	401K (matching)						
99	99						
EQ	EQUIPMENT REIMB						
HG							
J1	J1						
JR	JOB REIMBURSEM						
KL	test kl						

The Add-on Defaults from Primary Company allows the user to define the individual Add-ons that can be used within the ‘Add-on’ column section within the Time Entry tab. The user can also setup Hourly or Daily calculation logic and default values. The screen allows the user to click **Select All** to define all available Add-on codes instead of using the lookup option and defining the individual Add-on codes. The screen allows the user to click **Clear All** to remove all defined Add-on codes at one time.

The setup page provides the following columns:

- Add-on Code
 - Use the lookup functionality to select one of the available Add-on codes from the GetDedAddon Web Service for the defined Primary Company only.
 - Must be defined in order to be used on the spreadsheet within the ‘Addon 1 & 2’ columns for rate/amount.
- Descriptions – Defaults from the GetDedAddon Web Service’s Vol_Deduct_Description field once an Add-on code has been defined on the screen.
- Hourly/Daily – Select H(ourly) or D(aily) to define how to create PreTimeCard records and allocate the dollars.
- Default Rate – Define the default rate to use when the Add-on is selected on the Time Entry tab.
- Default Amount – Define the default amount to use when the Add-on code is selected on the Time Entry tab.
- Maximum – This is the maximum value (rate or amount) that can be used for the defined code. This is used to provide a warning for the user on the main Time Entry tab.
- Error – If a Default Rate and Default Amount are defined an error message will appear in this column.

Click **Go to Setup** to return to the main Setup page in the Time Entry Workbook.

Setup Allowed Employees Tab

	A	B	C	D
1	<div style="background-color: #4CAF50; color: white; padding: 5px;"> Select Allowed Employees for Time Entry <div style="float: right; border: 1px solid white; padding: 2px 10px; margin-top: 5px;">Go to Setup</div> </div>			
2				
3				
4	V.2.0			
5	<div style="display: flex; justify-content: space-around; border: 1px solid #ccc; padding: 5px;"> Select All Clear All </div>			
6				
7	Employee	Employee Name	Employee Code	Company Code
8	Armstrong, William EMP101 SP2	Armstrong, William	EMP101	SP2
9	BOYD, TERRY TSB100 SP2	BOYD, TERRY	TSB100	SP2
10	BOYINGTON, TERRENCE TSB101 SP2	BOYINGTON, TERRENCE	TSB101	SP2
11	Brass, Mikey MBXEMP SP2	Brass, Mikey	MBXEMP	SP2
12	Brooks, Craig 12298 SP2	Brooks, Craig	12298	SP2
13	Brooks, Jeremy 12231 SP2	Brooks, Jeremy	12231	SP2
14	Brooks, Nahketha 12235 SP2	Brooks, Nahketha	12235	SP2
15	Brown, Christopher 12255 SP2	Brown, Christopher	12255	SP2
16	Browns, Charles 12241 SP2	Browns, Charles	12241	SP2
17	BUHNER, JAY BUHJAY SP2	BUHNER, JAY	BUHJAY	SP2
18	CAMERON, MIKE CAMMIK SP2	CAMERON, MIKE	CAMMIK	SP2
19	cast, PAUL PAUL SP2	cast, PAUL	PAUL	SP2
20	Cobb, Ty PAYGROUP1 SP2	Cobb, Ty	PAYGROUP1	SP2

The Select Allowed Employees for Time Entry allows the user to define the individual employees that can be selected on the Employee column within the Time Entry tab. The screen allows the user to click **Select All** to define all available employees instead of using the lookup option and defining the individual employees. The screen allows the user to click **Clear All** to remove all defined Employees at one time.

The setup page provides the following columns:

- Employee
 - Use the lookup functionality to select one of the available Employees from the GetEmployee Web Service for the defined Labor Companies.
 - Must be defined in order to be used on the spreadsheet within the 'Employee' column.
- Employee Name – Defaults from the GetEmployee Web Service's Employee_Name field once an Employee has been defined on the screen.
- Employee Code – Defaults from the GetEmployee Web Service's Employee_Code field once an Employee has been defined on the screen.
- Company Code – Defaults from the GetEmployee Web Service's Company_Code field once an Employee has been defined on the screen.

Click **Go to Setup** to return to the main Setup page in the Time Entry Workbook.

Setup Allowed Jobs Tab

	A	B
1	Setup Allowed Jobs for Time Entry	
2		Go to Setup
3		
4	V.2.0	
5	Select All	Clear All
6		
7	Job	Job Description
8	150 GATES ESTA	GATES ESTATE
9	200 v14.13 ws	v14.13 ws testing
10	275 JOB 275	JOB 275
11	300 Install Sk	Install Sky Bridge &+&
12	323 Guard Towe	Guard Tower on Bridge
13	350 AUBURN SUP	AUBURN SUPER MALL HVAC
14	450 REHAB &ap	REHAB 'OLD NORTH +
15	475 JOB 475	JOB 475

The Select Allowed Jobs for Time Entry allows the user to define the individual jobs that can be selected on the Job fields within the Time Entry tab. The screen allows the user to click **Select All** to define all available jobs instead of using the lookup option and defining the individual jobs. The screen allows the user to click **Clear All** to remove all defined Jobs at one time.

The setup page provides the following columns:

- Job
 - Use the lookup functionality to select one of the available jobs from the GetJob Web Service for the defined Job Company.
 - Must be defined in order to be used on the spreadsheet within the 'Job' fields.
- Job Description – Defaults from the GetJob Web Service's Job_Description field once a job has been defined on the screen.

Click **Go to Setup** to return to the main Setup page in the Time Entry Workbook.

Setup Allowed Wage Codes Tab

	A	B
1	Setup Allowed Wage Codes for Time Entry	
2	<input type="button" value="Go to Setup"/>	
3		
4	V.2.0	
5	<input type="button" value="Select All"/> <input type="button" value="Clear All"/>	
6		
7	Wage Code	Wage Code Description
8	A2	A2 2ND YEAR APPRENTICE
9	AP	AP APPRENTICE, 4TH YEAR
10	EM	EM OPERATOR GROUP A
11	EO	EO EO - FT CAMPBELL
12	L1	L1 LABORER
13	L2	L2 LABORER
14	LA	LA LABORER GROUP II
15	LF	LF LABORER FOREMAN

The Select Allowed Wage Codes for Time Entry allows the user to define the individual wage code that can be selected on the 'Wage Code Override' column on the Time Entry tab. The screen allows the user to click **Select All** to define all available wage codes instead of using the lookup option and defining the individual wage code. The screen allows the user to click **Clear All** to remove all defined Wage Codes at one time.

The setup page provides the following columns:

- Wage Code
 - Use the lookup functionality to select one of the available wage codes from the GetWageCode Web Service for the defined Labor Companies.
 - Must be defined in order to be used on the spreadsheet within the 'Job' fields.
- Wage Code Description – Defaults from the GetWageCode Web Service's Short_Description field once a wage code has been defined on the screen.

Click **Go to Setup** to return to the main Setup page in the Time Entry Workbook.

Setup Allowed Equipment Tab

	A	B	C	D	E
1	Setup Allowed Equipment for Time Entry				
2					
3					
4	V.2.0				
5	Select All		Clear All		
6					
7	Equipment	Make	Model	Equipment_Code	Company_Code
8	KENWORTH TANKER DT89 SP2	KENWORTH	TANKER	DT89	SP2
9	CATERPILLAR D-8H DZ10 SP2	CATERPILLAR	D-8H	DZ10	SP2
10	CATERPILLAR D-8H DZ11 SP2	CATERPILLAR	D-8H	DZ11	SP2
11	KENWORTH TANKER TN31 SP2	KENWORTH	TANKER	TN31	SP2
12	GM 4505-T DTK45 SP2	GM	4505-T	DTK45	SP2
13	WESLEY BIG MODEL MIKE2 SP2	WESLEY	BIG MODEL	MIKE2	SP2
14	CATERPILLAR MA7 216BIS SP2	CATERPILLAR	MA7	216BIS	SP2

The Select Allowed Equipment for Time Entry allows the user to define the individual equipment that can be selected on the Equipment column within the Time Entry tab. The screen allows the user to click **Select All** to define all available equipment instead of using the lookup option and defining the individual equipment. The screen allows the user to click **Clear All** to remove all defined Equipment at one time.

The setup page provides the following columns:

- Equipment
 - Use the lookup functionality to select one of the available equipment from the GetEquipment Web Service for the defined Equipment Companies.
 - Must be defined in order to be used on the spreadsheet within the 'Equipment' column.
- Make – Defaults from the GetEquipment Web Service's Make field once a piece of Equipment has been defined on the screen.
- Model – Defaults from the GetEquipment Web Service's Model field once a piece of Equipment has been defined on the screen.
- Equipment_Code – Defaults from the GetEquipment Web Service's Equipment_Code field once a piece of Equipment has been defined on the screen.
- Company Code – Defaults from the GetEquipment Web Service's Company_Code field once a piece of Equipment has been defined on the screen.

Click **Go to Setup** to return to the main Setup page in the Time Entry Workbook.

Fields/Button	Description
Work Date	Required Field. Define the Work date for submitting the hours. The workbook allows up to the 7 days prior and has a look up functionality.
Last Refreshed Date	Display feature only and shows the last date that the validation data was refreshed based on the setup information in the workbook.
Batch Code	Required Field. Allows up to 8 characters.
Grid Rows	Define the number of Entry rows needed. Predefines the rows for ease of use. Can increase or decrease number of rows as needed.
Header Information	
Job	Define a Job using the lookup functionality. The Job Description will display under the number.
Phase	Define a Phase for the defined Job using the lookup functionality. The Phase Description will display under the entry.
Cost Type	Defaults from main Setup Labor Cost type if blank. If a Labor and Equipment Cost type exist for the selected phase, the message 'Equipment Okay' displays and allows Equipment transactions to be created.
Quantities	Enter production quantities here.
Job Specific Quantity/Rate Information (Header section)	
Quantity and Units/Hr columns	Within the Job Specific section the user can display quantity complete by type and the associated calculated rate (quantity divided by hours) for reference.
Today's	If a Quantities value is defined in the header section then it will display here and calculate the rate per the hours defined on the Time Entry tab.
Job to Date	Displays the Job to Date quantities and rate based on the data provided from the last refreshed date information.
Projected	Displays the Projected quantities and rate based on the data provided from the last refreshed date information.
Entry Grid Column Information	
Employee	Select an Employee using the lookup functionality.
Equipment	Select the Equipment using the lookup functionality.
WC Default	Displays the Employee's default Wage Code. No entry allowed.
WC Override	Select a Wage Code using the lookup functionality if an override is needed.
Add On 1	Select an Add On using the lookup functionality.
Rate 1	If the Add On has a default rate assigned it will display otherwise enter a value to override the rate.

Fields/Button	Description
Amount 1	If the Add On has a default amount assigned it will display otherwise enter a value to override the amount.
Add On 2	Select an Add On using the lookup functionality.
Rate 2	If the Add On has a default rate assigned it will display otherwise enter a value to override the rate.
Amount 2	If the Add On has a default amount assigned it will display otherwise enter a value to override the amount.
Lunch	Enter time spent for lunch in units. (i.e. .50 for half an hour, 1.0 for an hour, 1.5 for 90 minutes)
Start	Enter the start time in military time (HH:MM) using the Excel Time format. (i.e. enter 6:00 for 6 am).
End	Enter the start time in military time (HH:MM) using the Excel Time format. (i.e. enter 16:30 for 4:30 pm).
Hours	Calculation of time worked by the employee. 'End' minus 'Start' in military time.
Balance	Total hours that the employee worked that have not been accounted for the Employee. Calculation of 'Hours' minus any hours defined in the Job Specific Hours section in military time.
Job Specific Hours section	
	The Time Entry tab allows up to 10 Jobs to be defined with their associated Regular, Overtime and/or Double time hours to be entered.
R	Enter the number of Regular hours worked by the employee for the selected Job.
O	Enter the number of Overtime hours worked by the employee for the selected Job.
D	Enter the number of Double time hours worked by the employee for the selected Job.
Vac, Hol, Sick, Other section	
	The Vac, Hol, Sick, Other section allows the user to enter Hours or Amounts based on the Pay Type defined.
Vac, Hol, Sick, Other	Enter an allowed Pay type code.
Hours (Vac, Hol, Sick, Other)	Enter the Hours associated with the Pay type code. Define hours here for a non-direct Add-on that has an Add-on Rate defined.
Amounts (Vac, Hol, Sick, Other)	Enter the Amount associated with the Pay type code.
Equipment Maintenance & Repair section	
	This section creates Equipment Maintenance/Repair entries. The Employee and Equipment must exist in the same company.
R	Enter the number of Regular hours for the repair.
O	Enter the number of Overtime hours for the repair.
D	Enter the number of Double time hours for the repair.

Fields/Button	Description
Equip. Cost Category	Required field for Equipment Repair transactions. Use the lookup functionality to select the Cost Category.
Job Totals section	
	This section creates a running Total for each row entries for the Job specific hours within Regular, Overtime, Double-time and Equipment Repair columns.
R	Total number of Job specific Regular hours defined per Row.
O	Total number of Job specific Overtime hours defined per Row.
D	Total number of Job specific Double time hours defined per Row.
Equip	Total number of Equipment Maintenance & Repair hours defined for Regular, Overtime and Double time hours defined per Row.
Buttons	
Send Payroll	Creates the Pre-time card records and sends them to Spectrum using the PreTimeCard Web Service. See <i>Send Payroll Button</i> section in this manual for more information. IMPORTANT: Clicking this button multiple times will submit the same information to Spectrum.
Refresh Data	Connects to Spectrum and refreshes the Get Web Services associated with the Time Entry setup and validation data. Data on the setup pages are not modified when data is refreshed.
Clear Time Only	Retains the Employee, Equipment and Job information. Clears the data entered between the 'WC Override' through the Job Totals section of the Time Entry tab.
Reset Time Entry	Clears all fields entered on the Time Entry tab.
Go to Setup	Returns the user to the Main Setup tab within the Time Entry Workbook.

SEND PAYROLL BUTTON

Click **Send Payroll** to convert the data on the Time Entry tab to the Data Exchange PreTimeCard Web Services layout. The PreTimeCard Web Service sends the data to the Payroll Approve Pre-time Import screen to be reviewed and processed. See the *Data Exchange Manual* for details on how the PreTimeCard Web Service works.

Transaction Type (pay type)	Description	Time Entry Fields	Setup Fields Defaults
R	Regular	Employee, Job, Phase, R hours	Labor Cost type
O	Overtime	Employee, Job, Phase, O hours	Labor Cost type
D	Double time	Employee, Job, Phase, D hours	Labor Cost type
ER	Equipment Regular	Employee, Equipment, Job, Phase, R hours	Labor Cost type
EO	Equipment Overtime	Employee, Equipment, Job, Phase, O hours	Labor Cost type
ED	Equipment Double time	Employee, Equipment, Job, Phase, D hours	Labor Cost type
EU	Equipment Usage	Equipment, Job, Phase, Hours	Labor Cost type, EU Employee
Q	Quantities	Employee, Job, Phase	Production Quantity Cost Type
VAC,HOL,SICK,OTHER	Any predefined code on the Setup Pay Type tab	Employee, Code, Hours or Amount based on code in this area only	Labor Cost type
Equipment Maintenance & Repair	Must be defined within this section	Employee, Equipment, Hours, Equip Cost Category	
Add on (non-direct)	Add on code - not tied to a job	Employee, Add-on code, Rate or Amount in the add-on section and Vac,Hol,Sick,Other hours	
Add on (direct)	Add on code - tied to a job	Employee, Add-on code, Rate or Amount, Job, Phase, Hours	Labor Cost type

The workbook uses the logic defined on the previous page when creating the majority of the PreTimeCard Web Service records. The following are additional rules that are part of how the PreTimeCard records are created.

Add-on List Allocation

The Setup Add-on List allows the user to define Add-ons to be allocated to the Jobs by Hours or for a Daily amount. The Setup Add-on List predefines how each code will be allocated and provides the user the option to use the default or override the value on the main screen. During the creation of the Pre-time card records, multiple records are created for each job associated with the defined Add-on code. If an Add-on code does NOT have the allocation type defined on the setup page then it uses the following hierarchy:

- ☐ If a record has a defined Add-on code with a Job(s) and an Add-on rate defined then use the Hourly logic and calculates the cost based on hours.

- ☐ If a record has a define Add-on code with a Job(s) and an Add-on amount defined then use the Daily logic and allocate the dollars to the jobs.

Example of allocation by type

- ☐ Hourly – Multiply the Add-on rate by the number of hours per Job.
 - Example
 - Worked on 3 jobs with the following hours
 - Job 1 = 5 hrs.
 - Job 2 = 2 hrs.
 - Job 3 = 3 hrs.
 - Add-on Rate = \$10.
 - Results – creates three separate Add-on lines for the given amount associated to the specific Jobs shown below
 - Job 1 = \$50.00
 - Job 2 = \$20.00
 - Job 3 = \$30.00
- ☐ Daily – Allocate the dollars based on the hours worked per Job.
 - Example
 - Worked on 3 jobs with the following hours
 - Job 1 = 5 hrs.
 - Job 2 = 2 hrs.
 - Job 3 = 3 hrs.
 - Add-on amount = \$75.00
 - Results – Creates three separate Add-on lines for the given amount associated to the specific Jobs
 - Job 1 = \$37.50
 - Job 2 = \$15.00
 - Job 3 = \$22.50

Non-direct Add-on codes

To create a Non-direct Add-on Pre-time card record within the Time Entry tab, the user must define the record (employee code) as a separate row within the grid with no other details defined for a given job and define the following:

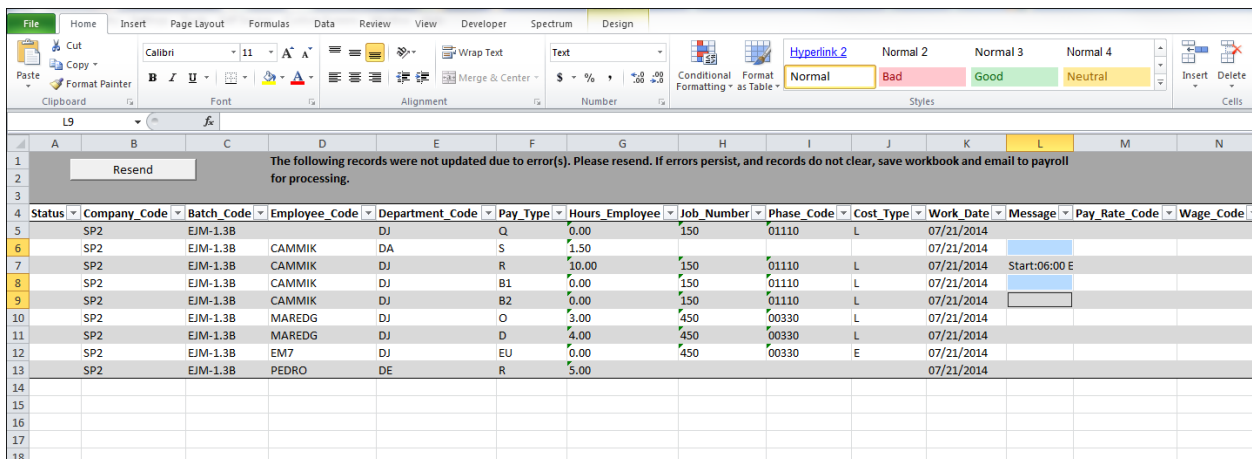
- Hourly
 - Define the Add-on code and rate within the Add-on section.
 - Define the hours in the Vac,Hol,Sick,Other hours column. The total value will be calculated using this value and the rate.
 - The records will use the non-direct payroll department defined on the main setup page.
- Daily
 - Define the Add-on code and amount within the Add-on section.
 - The records will use the non-direct payroll department defined on the main setup page.

Quantity transactions

The PreTimeCard Web Service sends Quantity transactions records to the Pre-time Card Quantity Error Correction screen to be reviewed and processed. See the *Data Exchange Manual* for details on how the PreTimeCard Web Service works.

Error Records Tab

The Error Records Tab appears when the PreTimeCard Web Service dates are not within the min/max processing date and therefore the data cannot be sent to Spectrum. A new Tab appears that displays the data that was to be sent and allows the user to modify it and attempt to Resend the data OR they can send the information to their Payroll department to process.



Status	Company Code	Batch Code	Employee Code	Department Code	Pay Type	Hours Employee	Job Number	Phase Code	Cost Type	Work Date	Message	Pay Rate Code	Wage Code
	SP2	EJM-1.3B	DJ	DA	Q	0.00	150	01110	L	07/21/2014			
	SP2	EJM-1.3B	CAMMIK	DA	S	1.50				07/21/2014			
	SP2	EJM-1.3B	CAMMIK	DJ	R	10.00	150	01110	L	07/21/2014	Start:06:00 E		
	SP2	EJM-1.3B	CAMMIK	DJ	B1	0.00	150	01110	L	07/21/2014			
	SP2	EJM-1.3B	CAMMIK	DJ	B2	0.00	150	01110	L	07/21/2014			
	SP2	EJM-1.3B	MAREDG	DJ	O	3.00	450	00330	L	07/21/2014			
	SP2	EJM-1.3B	MAREDG	DJ	D	4.00	450	00330	L	07/21/2014			
	SP2	EJM-1.3B	EM7	DJ	EU	0.00	450	00330	E	07/21/2014			
	SP2	EJM-1.3B	PEDRO	DE	R	5.00				07/21/2014			

TIME ENTRY WORKBOOK SETUP

Overview

The Time Entry Workbook allows the user to record Payroll time using Microsoft Excel and Spectrum Data Exchange Web services to send information between the spreadsheet and Spectrum. The Time Entry Workbook is a protected Excel Macro-Enabled workbook. It utilizes the Data Exchange web services along with using standard Excel functionality to provide lookup functionality on the Time Entry tab of the workbook. The Time Entry workbook contains multiple sheets; some sheets are accessible to define the 'Allowed' fields while others are hidden and store the downloaded data from Spectrum.

The Administrator, typically someone within the payroll department which is familiar with the necessary Spectrum codes needed, will be responsible for the basic setup of the workbook. The Administrator creates the Setup criteria and uses the 'Get Data' button to access Spectrum for the required information which then allows the various Setup tabs to be defined. These individual Setup tabs control what the user is allowed to enter (jobs, employees, equipment and so on) within the Time Entry Workbook. Once the Administrator defines the individual setup tabs, then they will secure and hide these tabs to prevent the user from accessing them.

The Administrator will maintain a copy of the setup workbook and then send the Time Entry Workbook to the user which is typically the Supervisor, Foreman, etc. The User can then start entering time into the Time Entry tab which they will have access to and will be entering employee and equipment time based on the setup. If desired, the users can be setup with the ability to enter Add-on codes and other Pay Types. Once the day is complete the user will click the 'Send to Payroll' button, which creates the time card lines and sends them to the Pre-Time Card Entry Error Correction screen for review in Spectrum.

The Time Entry Workbook is initially delivered as an (*.xltm) file which needs to be setup by the Administrator for the User using the following instructions. This must be done in this order for it to work properly. Below are some initial things to be aware of when using the Time Entry Workbook:

- The workbook is delivered to the Administrator as an Excel Macro-Enabled Template (*.xltm). The workbook needs to be setup and saved as an Excel Macro-Enabled Workbook (*.xlsm) for the users.
- Do NOT delete any columns or sheets within this workbook.
- When opening the time entry workbook make sure to enable the Macros.
- Use standard Excel functionality to protect and hide the setup sheets from the user along with hiding excess columns not being used on the Time Entry tab.

Where to find the Time Entry Workbook in Spectrum:

1. Use the Data Exchange Time Entry Workbook manual for instructions and location of the Excel Workbook.
 - a. The Time Entry Workbook is contained within the DCOfficeAddin .zip folder created from the Data Exchange Download screen.

- b. Go to System Administration > Utilities >Data Exchange Download to access.
2. Save the (TimeEntry_V1_0.xltm) master file to the Server or a specified location for the Administrator to access and setup.
 - a. The file name will state the name and the version as new enhancements are made with each version release.

How to setup and secure the Time Entry Workbook:

1. Open Microsoft Excel.
2. Drag the master (*.xltm) file onto the open Excel.
3. Define the requirements on the Setup page and click **GET DATA** to retrieve data from Spectrum.
4. Define the 'Allowed' data on the individual Setup tabs. These tabs provide the lookup functionality within the TimeEntry tab.
5. Define specific details for the user on the TimeEntry tab if desired.
6. Protect the workbook to prevent changes to the Setup pages. See basic options available using standard Excel logic below.
7. Save the workbook as an **Excel Macro-Enabled Workbook (*.xlsm)** in order for it to work.
 - a. THIS IS NOT THE DEFAULT OPTION WHEN SAVING IT FOR THE FIRST TIME. Select the .xlsm file type during the save as process.
 - b. Save a copy of this 'workbook' as your Master copy for backup.
8. E-mail the Excel Macro-Enabled Workbook (*.xlsm) to the field supervisor to enter daily time.
 - a. Field supervisor opens the .xlsm workbook and 'Enables Editing' for the Macro's to work.
 - b. All future changes will save by default to the .xlsm file type.

Suggestions and Best Practices for using the Time Entry Workbook

Authorization ID Setup

As a "best practice", it is recommended that one Authorization ID be created for each Time Entry user. The Authorization ID only needs to have the 'TimeEntry' web service active and an Operator Id associated. Not only does this support Job Based Security or Cost Centers, it also provides the Administrator with the ability to control the user's access to the Time Entry Workbook.

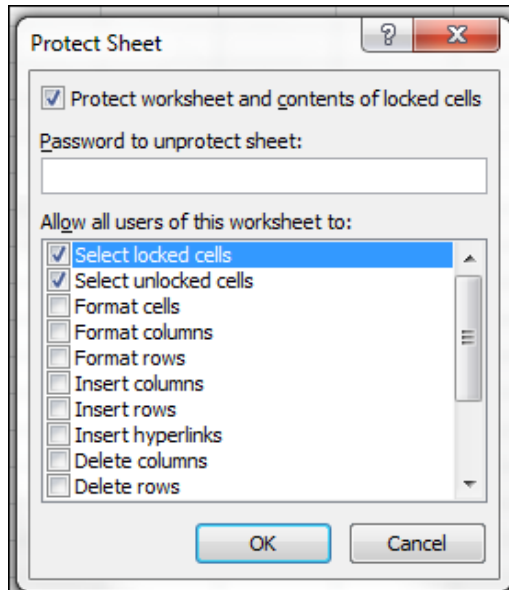
Storing the Time Entry Workbook

- The workbook is delivered to the Administrator as an Excel Macro-Enabled Template (*.xltm). The workbook needs to be setup and saved as an Excel Macro-Enabled Workbook (*.xlsm) for the users.
- Remember to save this as a “Macro Enabled Workbook”.
- Hide the setup worksheets and lock them with standard Excel functionality.
- Save a master copy so that if errors occur it can be used as the base.
- If errors occur, then start with a new/clean time entry workbook and follow the setup instructions.
- Do NOT delete any columns or sheets within this workbook.
- Do NOT change any of the names in the ‘Spectrum Field’ row which is hidden when you open the workbook. It will break the mapping logic for sending the Submittal button.
- The workbook macro’s are password protected for the proprietary web service programming that is used. Therefore, no macro’s can be added to this workbook.

Using Excel to Protect and Hide Sheets

As there are multiple setup sheets that control the lookup logic for the Time Entry Tab and sending Data to Payroll, use Excels Protect Sheet and Hide Sheet functionality to make it more manageable.

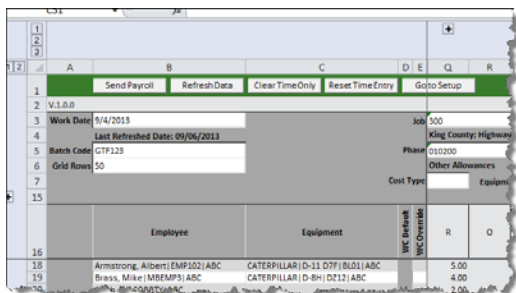
1. Protect and Hide the main Setup page and the individual setup sheets.
 - a. Right click on the tab you want to protect and select Protect Sheet and the window below opens.



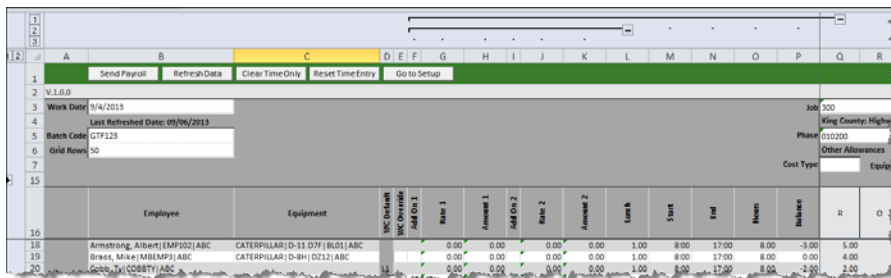
- b.
- c. Use the defaults as defined, provide a password and click OK. Confirm the password used. Then Right click on the tab and select Hide.
- d. This must be done on each individual setup tab.
- e. The user will not be able to add data to the individual setup tabs if they are unhidden.

Using Excel to Control Columns and Rows

As there are so many columns on the spreadsheet, use Excel's Grouping functionality to make it more manageable. This feature has been added to the Time Entry Workbook for ease of use but can be removed as needed by the user.



Here the Add-ons and Start/Stop Toggle is collapsed.



Here it is expanded.

Quantity Entry Toggle

1. Highlight rows 8 through 14.

2. Click Data on the Ribbon and then select Group.
3. Click the '+' to expand and the '-' to contract.

Add-ons and Start/Stop Toggle

1. Highlight columns F through Q.
2. Click Data on the Ribbon and then select Group.

Add-on Only Toggle

1. Highlight columns F through L.
2. Click Data on the Ribbon and then select Group.

Vacation, Holiday, Sick and Equipment Repair Toggle

1. Highlight columns AU through BA.
2. Click Data on the Ribbon and then select Group.

Vacation, Holiday, Sick Only Toggle

1. Highlight columns AU through AW.
2. Click Data on the Ribbon and then select Group.

IMPORTANT! Remember do not delete any columns or sheets within the Time Entry Workbook.