

Digital Production Control - Timekeeping

This Quick Start Guide is designed to augment the DPC Project Manager and Foreman Quick Start Guides. In those guides, you are taught how to setup DPC jobs, send/receive project information to/from the Foreman, set percents and update projects.

To get the MOST out of Digital Production Control, you need to know how to use the Timecard tab to enter in labor costs for your project.

Entering timecard information allows Digital Production Control to generate ACTUAL production information. This will help you really identify production delays and inaccurate estimating.

To view/download a printable copy of this Quick Start Guide, click [here](#).

Be sure to review the first 2 Quick Start Guides before trying to enter time.

[DPC Project Manager Quick Start Guide](#)

[DPC Foreman Quick Start Guide](#)

Now, we'll start with ENTERING time, this is normally performed by the Foreman although the Project Manager can enter time as well. Timecard information is included in the DPC Change File received from the foremen.

First, let's take a look at the Timecard tab, then we'll walk through entering time all the way to approving timecards.

[02 The Timecard Tab](#)

02 The Timecard Tab

The **Timecard** tab has two areas, the **Employee Navigator (Timesheet)** on the left and the **Time Data Entry (Cost Code List)** on the right.

The **Timesheet** allows the user to view and select employees and work days. The Timesheet is automatically populated with the employee records from the **Cover Sheet>Work Crew** tab .

The **Cost Code List** is used to enter employee time based on cost codes.

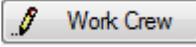
The screenshot shows a software window titled "[20] Sample - No Typicals; DPC_FAQ1.mdb - Digital Production Control". The interface includes a menu bar (File, Edit, View, Tools, Image, Bid, Master, Digitizer, Help, Request Feature, Request Support, How Do I...?), a toolbar, and a tabbed interface with tabs for Bids, Image, Budget, Timecard, Payroll Recap, Notes, and Project Express. The Timecard tab is active, showing a "Work Crew" section with a "New Cost Code" button and an "Options" dropdown. Below this is a grid for time entry with columns for "Work Week" (10/5 to 10/11) and "Total". The grid lists employees and their assigned cost codes. The right pane shows a "Labor Cost Code" list with columns for "Regular", "Overtime", "Double", and "Total".

Class	Emp. ...	Name	S	M	T	W	T	F	S	Total
Work Week: 10/5 10/6 10/7 10/8 10/9 10/10 10/11										
Labor Cost Code: Regular Overtime Double Total										
Conditions (Unassigned)										
9260...										
FINL...										
FRM ...										
TILE ...										
Total										

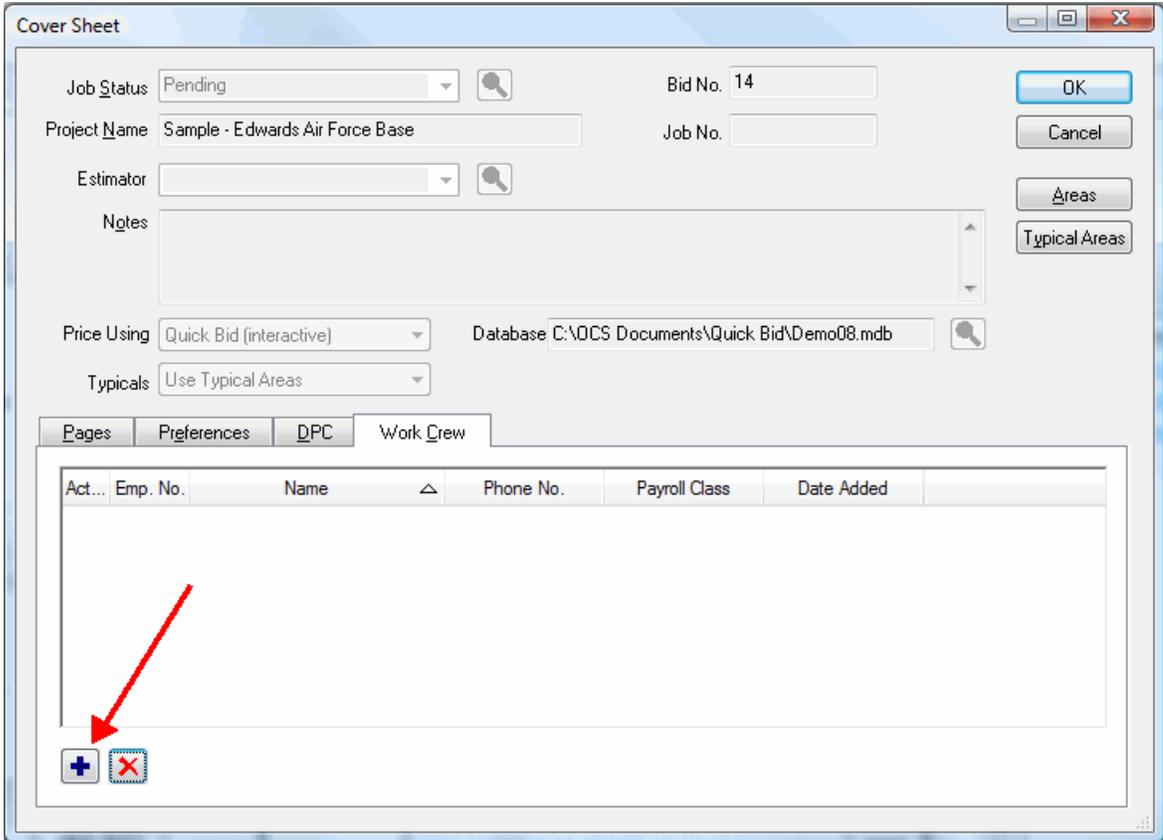
03 Adding Work Crew

03 Adding Work Crew

Before you can enter time, you need to add your Crew Members (Work Crew) to your DPC job.

Click on the Work Crew button 

The Project Cover Sheet will open to the **Work Crew** tab



Cover Sheet

Job Status: Pending Bid No.: 14

Project Name: Sample - Edwards Air Force Base Job No.:

Estimator:

Notes:

Price Using: Quick Bid (interactive) Database: C:\OCS Documents\Quick Bid\Demo08.mdb

Typicals: Use Typical Areas

Pages | Preferences | DPC | **Work Crew**

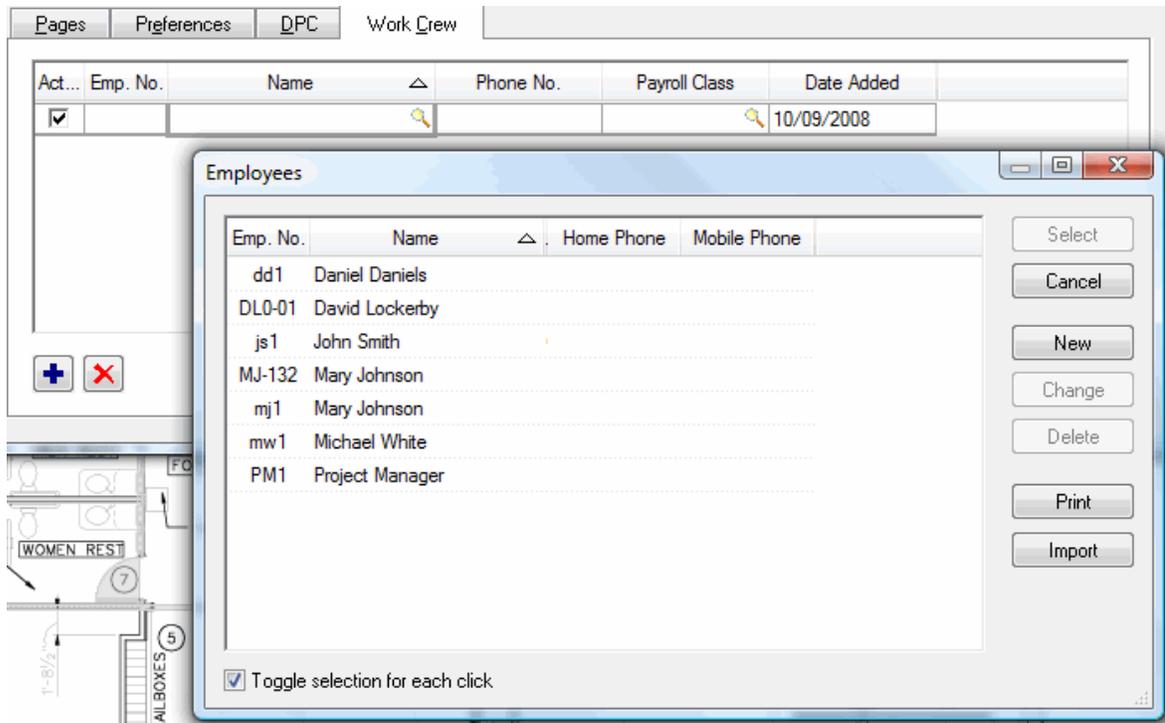
Act...	Emp. No.	Name	Phone No.	Payroll Class	Date Added
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Click the Add button 

A new line will be entered for your Work Crew and the Employee list will open

DPC - Timekeeping Quick Start Guide



Now, you can select an employee from the list or add a new employee.

- Highlight an existing employee and click **Select**  - you can select MULTIPLE employees at one time - clicking once selects an employee, clicking again de-selects them
- Repeat for any other existing employees

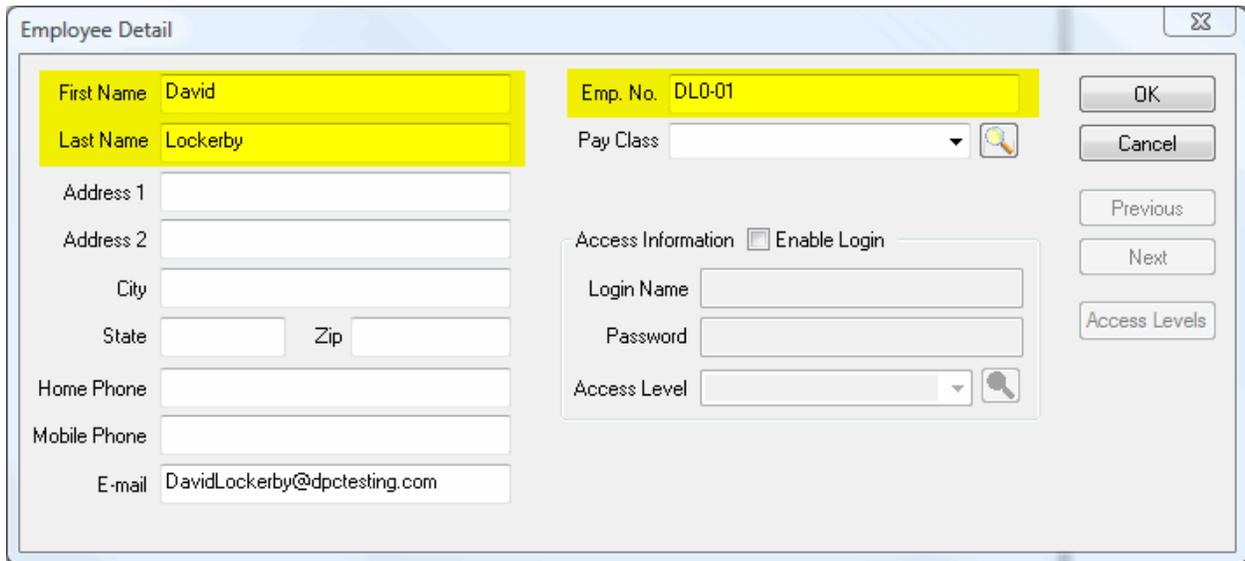
[04 Creating a New Employee](#)

04 Creating a New Employee

If the employee(s) you need to add to the Work Crew do not already exist in your database, you will need to add them. Employees may be added manually (per the instructions below) or imported from a CSV file - see the next section for information).

From the Employee List, click NEW 

The Employee Detail dialog box will open



The image shows a screenshot of the 'Employee Detail' dialog box. The dialog has a title bar with the text 'Employee Detail' and a close button. The main area is divided into several sections. On the left, there are input fields for 'First Name' (David), 'Last Name' (Lockerby), 'Address 1', 'Address 2', 'City', 'State', 'Zip', 'Home Phone', 'Mobile Phone', and 'E-mail' (DavidLockerby@dpctestng.com). On the right, there are input fields for 'Emp. No.' (DL0-01), 'Pay Class' (a dropdown menu), 'Access Information' (with a checkbox for 'Enable Login'), 'Login Name', 'Password', and 'Access Level' (a dropdown menu). On the far right, there are buttons for 'OK', 'Cancel', 'Previous', 'Next', and 'Access Levels'. The 'First Name', 'Last Name', and 'Emp. No.' fields are highlighted in yellow.

The highlighted fields are required. It is recommended that you also assign a Pay Class to all Work Crew so you can manage the list better.

Enter the:

- First Name
- Last Name
- Employee No.
- Click **OK**
- Highlight the employee in the Employee List and click 

Repeat for any other existing employees.

Click **OK** on the Cover Sheet when you have added all the employees.

[05 Creating an Employee Import File](#)

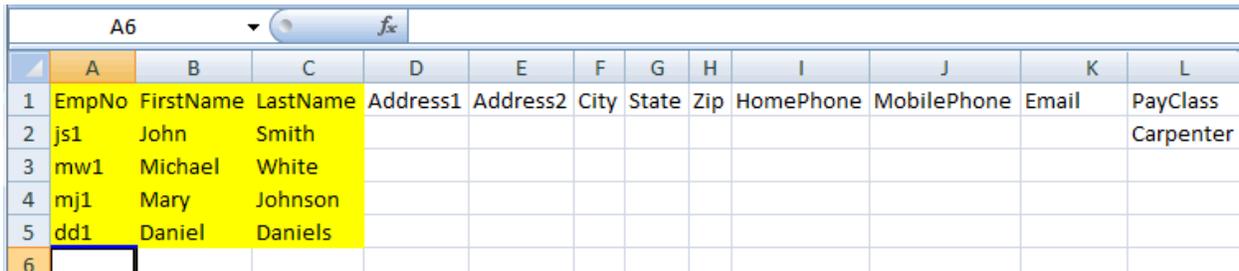
05 Creating an Employee Import File

The Project Manager and Foreman can Import a list of employees rather than entering them in one-by-one. You need to create a CSV file with your employee information. The screen shot below shows a Sample Employee Import.csv file. *The import fields on the first line must be entered exactly as shown. There is a example saved in the C:\OCS Documents\OST\Sample Employee Import.xls.*

The simplest way to create an importable employee list is to use a spreadsheet program.

- In the top row, enter in the following fields:

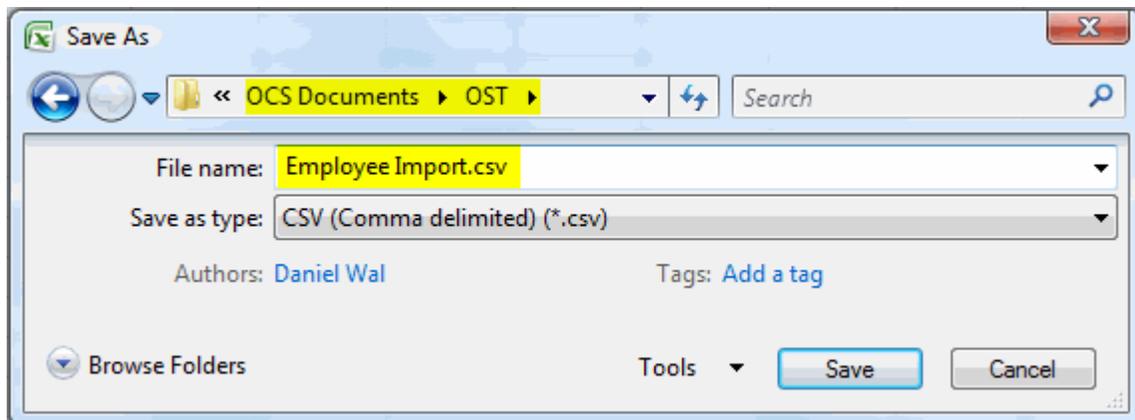
EmpNo, FirstName, LastName, Address1, Address2, City, State, Zip, HomePhone, MobilePhone, Email, PayClass. **EmpNo, FirstName and LastName are REQUIRED fields.**



	A	B	C	D	E	F	G	H	I	J	K	L
1	EmpNo	FirstName	LastName	Address1	Address2	City	State	Zip	HomePhone	MobilePhone	Email	PayClass
2	js1	John	Smith									Carpenter
3	mw1	Michael	White									
4	mj1	Mary	Johnson									
5	dd1	Daniel	Daniels									
6												

- Next Save the file to CSV Format

Be sure to note where you are saving this file

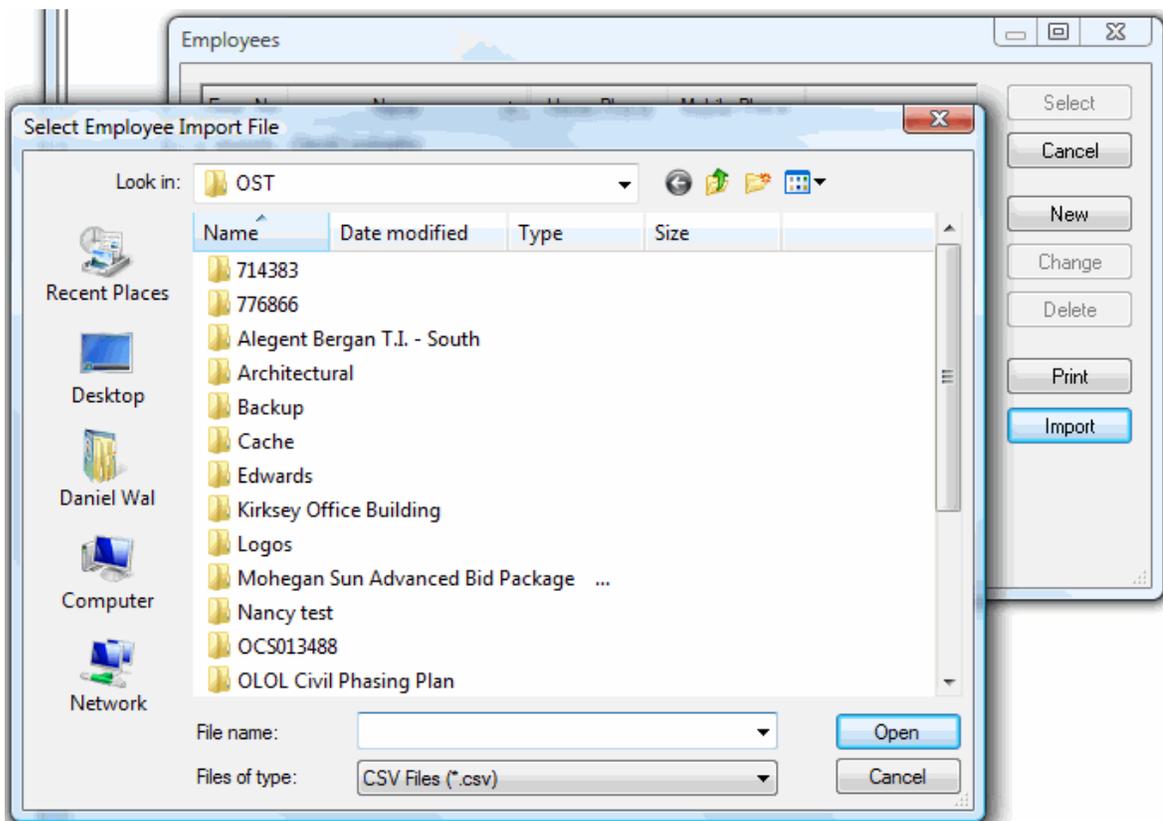


[06 Importing an Employee List](#)

06 Importing an Employee List

Once you have created your employee list CSV file, you're ready to import it into DPC.

- Click on the Timecard Tab if you are not already there
- Click the Work Crew button
- Click the ADD button  to open the Employee List
- Click the Import button 



- Browse to the CSV file to import and choose OPEN

The employees are immediately imported into your database - your next step is to add them to your project.

- Highlight an existing employee and click **Select**. You can select MULTIPLE employees at one time - clicking once selects an employee, clicking again de-selects them.

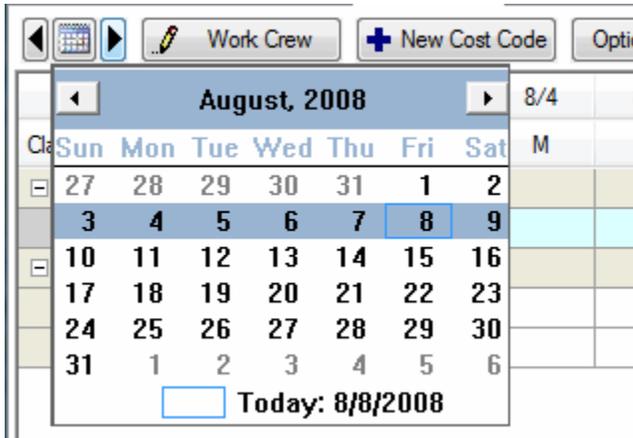
[07 Choosing the Work Date](#)

07 Choosing the Work Date

First, you need to choose the Work Date

If the date for which you want to enter time is not showing on the Timecard, you will need to select the correct week.

- Click on the Calendar button (the little calendar   ), the calendar will open



- Click the date for which you wish to enter time

You can scroll through weeks by clicking the previous or next arrows next to the **Calendar** button, or click the icon and a monthly calendar appears.

You cannot enter time for a future date or to a date which is already Posted and Approved. (see [Posting Timecards](#) and [Approving Timecards](#) for more information).

[08 Selecting the Employee](#)

08 Selecting the Employee

By default, after you select the Work Date, the first employee in the list is selected.

Work Week			10/5	10/6	10/7	10/8	10/9	10/10	10/11	
Class \triangle	Emp. ...	Name	S	M	T	W	T	F	S	Total
<input type="checkbox"/>	(unassigned)									
	DL0-01	David Lockerby								
	MJ-132	Mary Johnson								
	mw1	Michael White								
	mj1	Mary Johnson								

- To choose another employee, click on the date in the Employee Work Grid that corresponds to that employee.

The light blue highlighting indicates the day and employee currently selected.

[09 Entering Time](#)

09 Entering Time

To enter time for an employee:

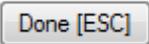
- Verify that you have selected the cell in the **Timesheet** that corresponds to the employee and date worked. The last edited cell in the **Cost Code List** will activate.

The screenshot shows a software interface for entering time. On the left is a 'Work Week' grid with columns for dates 10/5, 10/6, 10/7, and 10/8, and rows for employees: David Lockerby, Mary Johnson, Michael White, and another Mary Johnson. On the right is a 'Cost Code List' table with columns for 'Labor Cost Code', 'Regular', 'Overtime', 'Double', and 'Total'. The 'Regular' column has a dropdown arrow. A red arrow points to this dropdown arrow. The 'ACTIVE' button is highlighted in yellow.

- In the **Cost Code List**, click the cell that corresponds to the **Labor Cost Code** and type of pay (**Regular**, **Overtime** or **Double**) to be recorded
- Use the drop-down arrow to select the amount of time you want entered or manually type in the hours and minutes (i.e. 4.5 or 4:30)

The next name in the Employee Navigator field will be automatically selected when you reach the daily hours as specified under the Cover Sheet. (See the [Job Preparation Quick Start Guide](#) for more information).

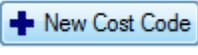
To change overall length of time and intervals shown in the drop down boxes go to **Tools > Options > DPC** and select the number of hours and the interval.

- Press the **ESC** key or Click the  button when you are done entering time.

[10 Adding an Unpercted Cost Code](#)

10 Adding an Unpercented Cost Code

You can add a new, non-estimated Cost Code to your project anytime to account for unexpected labor.

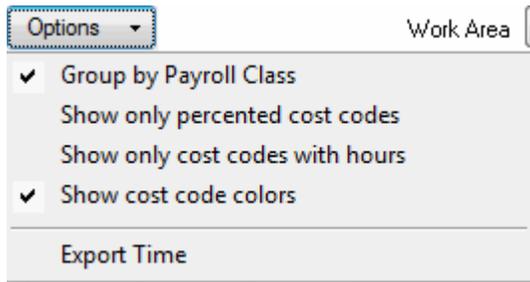
Click the **add New Cost Code** button 

Select from the Cost Code List. The non-estimated cost code will be added to the list under all the normal, estimated Cost Codes.

Labor Cost Code 	Regular	Overtime	Double	Total
 Conditions				
 (Unassigned)				
 LCC1...	1:30			1:30
 LCC2...				
 Non-Estimated				
<input type="checkbox"/> 1200				

[11 Timecard Options](#)

11 Timecard Options



In the **Options** menu, you choose how to display information on the Timecard tab.

- **Group by Payroll Class**
 - Groups an employee list based upon an assigned payroll class
 - When grouping by payroll class, the payroll class rows are a boundary for the multiple selections. Users can not select cells across payroll class groups and the feature is only available when the Navigator is grouped by payroll class.
 - While employee records are grouped by payroll class, the user is allowed to select multiple employees for which they can enter time concurrently. You can also select multiple days to which you may apply hours.
 - 1. To enter time for multiple employees, the user can select multiple cells that are adjacent to each other by holding the **Shift** or **Ctrl** keys
 - 2. Either move the selected cell up, down, left and right, or by clicking on a cell and dragging the mouse to adjacent cells.
 - 3. Holding down the **Shift** key selects all adjacent cells between consecutive clicks. Holding down the **Ctrl** key selects only those cells that are explicitly clicked on.
- **Show only Percented Cost Codes** This will only show the Cost Codes percented on the selected day.

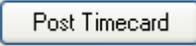
You can also Export Timecard Data on a daily basis for importing into your own Accounting or Timekeeping system. Digital Production Control will create the export file in CSV format, it is up to the end user to manipulate this data further. (This is covered in the [DPC User Guide](#)). It is not necessary to export Timecard Data to send it to the Project Manager - it is already included in the DPC Changes file.

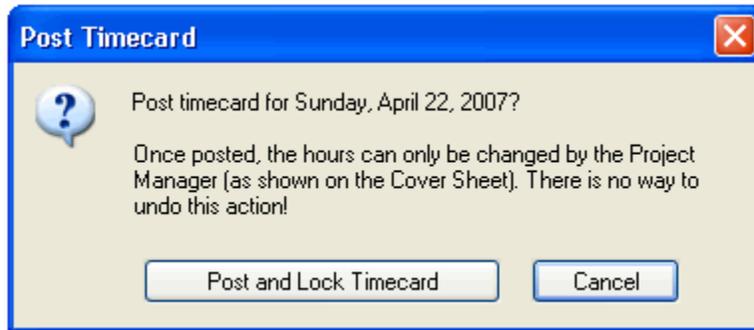
[12 Posting Timecards](#)

12 Posting Timecards

Once all employee time is entered on the **Timecard** tab, the timecard can be posted. Posting the timecard is usually done by the **Foreman** on a daily basis.

To post a timecard,

- Click  - the **Post Timecard** dialog will appear



- Click either **Post and Lock Timecard** or **Cancel**

Posting the timecard will change the Timecard Status indicator from

ACTIVE to **POSTED**.



Once a timecard is posted by a Foreman, it is locked and can only be updated by the Project Manager.

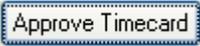
Posted timecards are included with the next DPC Changes file sent to the Project manager.

[13 Approving Timecards](#)

13 Approving Timecards

Upon receipt of all DPC Changes from the Foreman, the Project Manager will need to review and approve time entered.

First, the Project Manager will need to Review the time.

- Click on the Timecard Tab
- Click on each work date (see [Choosing the Work Date](#))
- Review each Employees' time and the Cost Codes to which time is allocated - if there are any questions, check the Notes tab, then contact the Foreman
- After completing the review, click 

The **Approve Timecard** dialog appears with the current date.



- Click **Yes**, and the timecard is approved. When the timecard is approved, the **Timecard Status** indicator will change from  to 



Once a timecard is approved by a Project Manager, it is locked and cannot be updated.

[14 Reviewing Employee Time](#)

Reviewing Employee Time

The **Payroll Recap** window allows you to review payroll information by **Employee Name, Number, Area, Labor Cost Code** and **Date**. It takes the information you put in the **Timecard** tab and allows you to easily view information about your payroll. You cannot enter any information directly into the **Payroll Recap** window; it is for information purposes only.

1. You can select **week** and **day** by clicking the arrows in the fields below - click on one of the arrows to select a date and the data will automatically appear on your screen

Week Starting 1/27 to 2/2
S M T W T F S

2. You can sort the information by **Emp. No. (Employee Number)**, **Name** or **date listed** by clicking that header title.

Emp. No.	Name	Sun 15	Mon 16	Tue 17	Wed 18	Thu 19	Fri 20	Sat 21	Total
02	Billy Smith		8:00	8:00					16:00
3	Jack Smith								
1	John Doe		8:00	7:00		8:00			23:00
04	Larry Jones		8:00	9:00					17:00

3. Click on an employee to display the labor breakdown by day and cost code.

Labor Cost Code	Sun 15	Mon 16	Tue 17	Wed 18	Thu 19	Fri 20	Sat 21	Total
[-] Conditions								
123 (SF)		8:00						8:00
234 (LF)			9:00					9:00