



Version 1.0



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# **Remote Payroll Entry (RPE) System**

## **User Guide**

**May 31, 2017**

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# 1 Welcome

Welcome to the Remote Payroll Entry system, the application can be accessed at the following URL:  
<https://rpewaterfront.com>

The Remote Payroll Entry (RPE) system provides access to online submission and retrieval of payroll information. This system is accessed by the association's member company management and senior staff.

Should you require further assistance, you may contact Spot Solutions Technical Support Line at 604.551.4640 e-mail at [support@spotsolutions.com](mailto:support@spotsolutions.com) or use the “contact us” link to send us your comments and/or feedback.

We would like to hear from you.

## 2 Getting Started

The Remote Payroll Entry system can be accessed at <https://rpewaterfront.com>

Enter User Name and Password and click go.

Remote Payroll Entry  
employers.bcmea.com

employers Home Timesheets Authorize Export Reports Admin

**Quick Links**

- Back to Employers Home
- Back to BCMEA Home
- Contact Us
- FAQ
- Protecting Payroll Information

The Remote Payroll Entry (RPE) system provides access to online submission and retrieval of payroll information. This system is accessed by the association's member company management and senior staff.

**Welcome to RPE**  
employers.bcmea.com

User Name:  Password:

**First Time Visiting?**

- Learn more about security?
- Accessing this site via a public computer?
- How do I get an account?
- Why do I need an account?

**Technical Help:**

- Forgot your password?
- Need technical assistance?
- Need Help using the site?

contact | privacy | © copyright BCMEA/WEBC 2007

# 3 Timesheets

The following sections provide information on the functions available through the timesheet pages.

## 3.1 Overview – Page Layout

Once logged in to Remote Payroll Entry, the page shown below will be presented. Please familiarize yourself with the features shown.

The screenshot shows a web browser window displaying the timesheet interface for DP World Prince Rupert Inc. The interface includes a navigation sidebar on the left, a main grid for selecting dates and shifts, a summary table for the selected date and shift, and a section for existing timesheets.

**Callouts:**

- Default date is the beginning of the current pay period:** Points to the date selector showing 02.04.2017.
- Click on box to select that date and shift (indicated by orange box):** Points to the 01:00 shift box on Sun 2, which is highlighted with an orange border.
- Shows details of the selected date and shift:** Points to the summary table for Sun, Apr 02, 2017 1:00 Shift.
- Click to add a new timesheet:** Points to the 'add new timesheet' button.
- Shows timesheets already entered. Timesheets in red contain errors, timesheets in yellow contain warning, and timesheets in green are able to be authorized:** Points to the 'Timesheets' section showing a list of timesheets with status indicators.

	Sun 2	Mon 3	Tue 4	Wed 5	Thu 6	Fri 7	Sat 8
01:00		1 TS	1 TS	1 TS	1 TS		
08:00							
16:30							

Sun, Apr 02, 2017 1:00 Shift	
No. of Timesheets	0
No. of Employees	0
No. of Shift Hours	0.00
No. of OT Hours	0.00
Total Hours	0.00
Warning	0
Errors	0

Timesheets	
add new timesheet	198679
	2

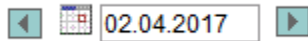
Entering a New Timesheet

### 3.2 Entering Regular Timesheets

Step 1 – Select Timesheets Tab.



**Step 2** – The date defaults to the first day of the current payroll period (i.e. the first Sunday of every week). A specific date can be selected by clicking on the calendar button or by typing it in manually. Using the arrow buttons will shift the date in one week increments.



**Step 3** – Click on the box corresponding to the date and shift of the timesheet to be entered. The selected box will be indicated by an orange square.

	Sun 2	Mon 3	Tue 4	Wed 5	Thu 6	Fri 7	Sat 8
01:00		1 TS	1 TS	1 TS	1 TS		
08:00							
16:30							

The number of employees working on a particular day can be displayed by hovering the cursor over the indicated icon.

◀ 09.04.2017 ▶

	Sun 9	Mon 10	Tue 11	Wed 12	Thu 13	Fri 14	Sat 15
01:00		1 TS	1 TS				
08:00	1 TS	1 TS	2 TS				
16:30							

**Step 4** – Click on “add new timesheet” button

**Timesheets**



**Step 5** – On the subsequent page select the appropriate template from the drop down menu. The Employees Working at Company template will automatically give the list of the employees plugged in for that date and shift. The Empty Time Sheet template will allow the manual entry of employees. Add a description if necessary, and click OK.

Create New Timesheet <span style="float: right;">?</span>	
Select template and description to create a new timesheet.	
<b>Template</b>	Empty Timesheet - 07:00 <span style="float: right;">▼</span>
<b>Description</b>	<input type="text"/>
<input type="button" value="OK"/>	

Cruise start/end times can also be selected for the applicable companies.

**Create New Timesheet** ?

Select template and description to create a new timesheet.

<b>Template</b>	Empty Timesheet - 07:00
<b>Description</b>	Empty Timesheet - 07:00 Cruise Empty Timesheet - 08:00 Empty Timesheet - 08:00 Cruise Foreman Bereavement Leave Foreman Statutory Holiday Pay

OK

**Step 6** - The edit page, shown below, will load. Enter Ship, Ship Code and Account Code. Select the appropriate Port Code, Site-Berth and Operation from the drop down menus.

**Edit Timesheet: 115066 | Test** SH: 39 | OT: 6

Save Print

Edit Add Copy

Ship:  Site-Berth: Select Site-Berth

Port Code: Select Port Ship Code:  Operation: 0 - DOCK Account Code:

**Step 7** – Make changes here as necessary using the features indicated.

Save Print

Edit Add Copy

Ship:  Site-Berth: CHP

Port Code: 001 - VANCOUVER Ship Code:  Operation: 0 - DOCK Account Code:

<span>28396 TOOP, EDWARD C (L U)</span>	<span>000 - DOCK</span> <span>Select Commodity Code</span> <span>09 - MAINT &amp; LOCKER WORK</span> <span>Apply skill differential</span>	<span>SH: 8   OT: 1</span>
<span>36638 BEVACQUA, ALBERT (F R)</span>	<span>000 - DOCK</span> <span>Select Commodity Code</span> <span>39 - SUPT. FOREMEN</span> <span>Apply skill differential</span>	<span>SH: 8   OT: 2</span>
<span>40395 GOODRICK, DAVID (F R)</span>	<span>000 - DOCK</span> <span>Select Commodity Code</span> <span>39 - SUPT. FOREMEN</span> <span>Apply skill differential</span>	<span>SH: 8   OT: 2</span>
<span>20338 RONDPRE, FREDRICK (F R)</span>	<span>000 - DOCK</span> <span>Select Commodity Code</span> <span>39 - SUPT. FOREMEN</span> <span>Apply skill differential</span>	<span>SH: 8   OT: 2</span>
<span>40404 RUSSEL, MARTIN (F R)</span>	<span>000 - DOCK</span> <span>Select Commodity Code</span> <span>39 - SUPT. FOREMEN</span> <span>Apply skill differential</span>	<span>SH: 8   OT: 4</span>
<b>Totals</b>		<b>SH: 40   OT: 11</b>

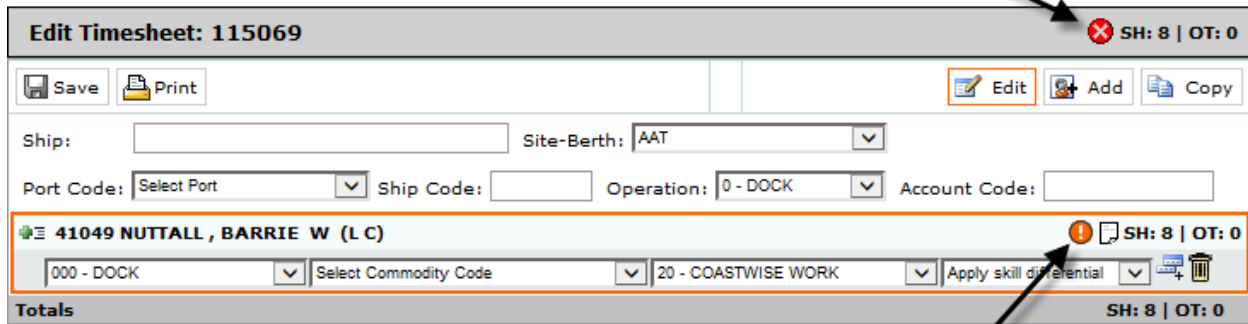
Click to save Click to print timesheet Use edit mode to make changes to details of employees entered in the timesheet Click for add mode

Click here to expand employee details Click for copy mode Click to delete an employee Click to split costing line

Use to change costing centre Use to change commodity Use to change occupation code Use to add skill differential

**Step 8** – Any warnings or errors will be indicated by the displayed icon(s). Hovering over the icon with the cursor will indicate the nature of the warning or error. Warnings and errors can also be viewed when authorizing a Timesheet.





### 3.3 Entering Foreman Statutory Holiday Pay Timesheets

**Step 1** – Select shift 2 on a date which IS a statutory holiday as defined in the collective agreement. i.e. Victoria Day May 22, 2017.

**Step 2** – Click the “add new timesheet” icon.

**Step 3** – Select “Foreman Statutory Holiday Pay” from the list of templates.

**Step 4** – It is suggested to enter the name of the holiday as a description. Click OK to create the timesheet.

**Step 5** – On the timesheet click the “Add” button to select the Foreman to be included in the timesheet.

**Step 6** – Click the “add selected employee(s) to timesheet” button.

**Step 7** – When the employees have been added to the timesheet, click the “Edit” button to return to edit mode.

**Step 8** – The timesheet will contain all the foremen that you selected and each of them will have a gross pay amount of 8 hours multiplied by the current hourly rate for occupation code 05.

### 3.4 Entering Balance Of Earning Timesheets for Companies with Foreman on Option

**Step 1** – Select shift 2 on a date which IS the last day of the quarter.

**Step 2** – Click the “add new timesheet” icon.

**Step 3** – Select “Foreman Balance of Earnings” from the list of templates.

**Step 4** – It is suggested to enter “BOE”, the quarter and the year as a description. Click OK to create the timesheet.

**Step 5** – On the timesheet click the “Add” button to select the Foreman to be included in the timesheet.

**Step 6** – Click the “add selected employee(s) to timesheet” button.

**Step 7** – When the employees have been added to the timesheet, click the “Edit” button to return to edit mode.

**Step 8** – The timesheet will contain all the foremen that you selected and each of them will have a gross pay amount. If the foremen are not on “option” then the amount should be 0.00.

\* NOTE: This will only auto-populate the data if the selected date is the last week end date of the previous quarter AND the last week information has been merged to history.

### 3.5 Entering Foreman Vacation Pay Timesheets

**Step 1** – Select shift 2 of the prior year’s December 31st date. e.g., If the current year is 2017, then select December 31, 2016.

**Step 2** – Click the “add new timesheet” icon.

**Step 3** – Select “Foreman Vacation Pay” from the list of templates.

**Step 4** – It is suggested to enter the name “Foreman Vacation Pay” and the year as the description. Click OK to create the timesheet.

**Step 5** – On the timesheet click the “Add” button and select the Foreman to be included in the timesheet.

**Step 6** – Click the “Add selected employees to timesheet:” button.

**Step 7** – When the employees have been added to the timesheet, click the “Edit” button to return to edit mode.

**Step 8** – The timesheet will contain all the foremen that you selected and each of them will have a gross pay amount.

### 3.6 Entering Bereavement Leave Timesheets (for foremen)

**Step 1** – Select shift 2 on any date.

**Step 2** – Click the “add new timesheet” icon.

**Step 3** – Select “Foreman Bereavement Leave” from the list of templates.

**Step 4** – It is suggested to enter the name “Bereavement Leave” as the description. Click OK to create the timesheet.

**Step 5** – On the timesheet click the “add” button and select the Foreman to be included in the timesheet.

**Step 6** – Click the “add selected employee(s) to timesheet” button.

**Step 7** – When the employee has been added to the timesheet, click the “Edit” button to return to edit mode.

**Step 8** – The timesheet will contain the foremen that you selected and each of them will have a gross pay amount of 8 hours multiplied by the current hourly rate for occupation code 05.

## 4 Editing Employee Details

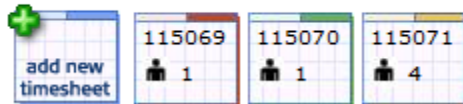
### 4.1 Editing a Regular Timesheet

**Step 1** – Select the appropriate date and shift from the grid.

	Sun 2	Mon 3	Tue 4	Wed 5	Thu 6	Fri 7	Sat 8
01:00		1 TS	1 TS	1 TS	1 TS		
08:00							
16:30							

**Step 2** – Select the appropriate timesheet. Red timesheets contain errors, yellow timesheets contain warnings, and green timesheets do not contain errors or warnings and can be authorized.

#### Timesheets



**Step 3** – Use the drop down menus to change costing centre, commodity, occupation code, and skill differential respectively

40136 BOUCHARD , PAUL E (FR) SH: 8 | OT: 0

000 - DOCK  Select Commodity Code  06 - DOCK FOREMEN  Apply skill differential

Click on the expand button to activate the other details to edit. Once expanded a window like the one shown below will display. From here the necessary changes can be made.

40136 BOUCHARD, PAUL E (FR) SH: 8 | OT: 0

Shift Hours	Start	End	Total Hours	C/Agr.	Alloc.	Var.	Gross Items	Amount
Period 1:	08:00	12:00	Shift:	8.00	8.00		Meal Allowance:	0.00
Period 2:	12:30	16:30	Meal hour:	0.00	0.00		Fares:	0.00
Period 3:			Shift Extension:	0.00	0.00			
			S/E After Meal:	0.00	0.00			
			Travel Time:		0.00			

000 - DOCK Select Commodity Code 06 - DOCK FOREMEN Apply skill differential

H/R Breakdown	Hours	B/Rate	Comm.	Skill	Total	Foreman	Gross Items	Amount
Shift:	8.00	54.08	0.00	0.00	54.08	Double Shift <input type="checkbox"/>	Meal Allowance:	0.00
Meal Hour:	0.00	81.12	0.00	0.00	81.12	Pool Company <input type="checkbox"/>	Fares:	0.00
Shift Extension:	0.00	81.12	0.00	0.00	81.12			
S/E After Meal:	0.00	108.16	0.00	0.00	108.16			
Travel Time:	0.00	40.56			40.56			

Totals SH: 8 | OT: 0

Note – There should not be Variation in the Total Hours between the Collective Agreement and the Allocated.

Total Hours	C/Agr.	Alloc.	Var.
Shift:	8.00	8.00	
Meal hour:	0.00	0.00	
Shift Extension:	0.00	0.00	
S/E After Meal:	0.00	0.00	
Travel Time:		0.00	

Step 4 – If desired, the costing line for an employee can be split by clicking on the indicated button.

40136 BOUCHARD, PAUL E (FR) SH: 8 | OT: 0

000 - DOCK Select Commodity Code 06 - DOCK FOREMEN Apply skill differential

Expand details

Split costing line

40136 BOUCHARD, PAUL E (FR) SH: 8 | OT: 0

000 - DOCK Select Commodity Code 06 - DOCK FOREMEN Apply skill differential

000 - DOCK Select Commodity Code 06 - DOCK FOREMEN Apply skill differential

Expand the details and make necessary changes to each costing line.

**40136 BOUCHARD, PAUL E (FR)** SH: 8 | OT: 0

Shift Hours	Start	End	Total Hours	C/Agr.	Alloc.	Var.	Gross Items	Amount
Period 1:	08:00	12:00	Shift:	8.00	8.00		Meal Allowance:	0.00
Period 2:	12:30	16:30	Meal hour:	0.00	0.00		Fares:	0.00
Period 3:			Shift Extension:	0.00	0.00			
			S/E After Meal:	0.00	0.00			
			Travel Time:		0.00			

000 - DOCK | Select Commodity Code | 06 - DOCK FOREMEN | Apply skill differential

H/R Breakdown	Hours	B/Rate	Comm.	Skill	Total	Foreman	Gross Items	Amount
Shift:	8.00	54.08	0.00	0.00	54.08	Double Shift <input type="checkbox"/>	Meal Allowance:	0.00
Meal Hour:	0.00	81.12	0.00	0.00	81.12	Pool Company <input type="checkbox"/>	Fares:	0.00
Shift Extension:	0.00	81.12	0.00	0.00	81.12			
S/E After Meal:	0.00	108.16	0.00	0.00	108.16			
Travel Time:	0.00	40.56			40.56			

000 - DOCK | Select Commodity Code | 06 - DOCK FOREMEN | Apply skill differential

H/R Breakdown	Hours	B/Rate	Comm.	Skill	Total	Foreman	Gross Items	Amount
Shift:	0.00	0.00	0.00	0.00	54.08	Double Shift <input type="checkbox"/>	Meal Allowance:	0.00
Meal Hour:	0.00	0.00	0.00	0.00	81.12	Pool Company <input type="checkbox"/>	Fares:	0.00
Shift Extension:	0.00	0.00	0.00	0.00	81.12			
S/E After Meal:	0.00	0.00	0.00	0.00	108.16			
Travel Time:	0.00	0.00			0.00			

**Step 5** – User can also remove an employee or a costing line by clicking on the indicated button.

**40136 BOUCHARD, PAUL E (FR)** SH: 8 | OT: 0

000 - DOCK | Select Commodity Code | 06 - DOCK FOREMEN | Apply skill differential

000 - DOCK | Select Commodity Code | 06 - DOCK FOREMEN | Apply skill differential

Delete Line

**Step 6** – By clicking on the indicated icon, comments and notes can be added to the selected detail line. A white icon indicates there is no comment or note; a yellow icon indicates a comment or note. The comment or note can be viewed without expanding the details by hovering the cursor over the icon.

**41048 COOPER, ANDREW J (LU)** SH: 6.5 | OT: 1

000 - DOCK | Select Commodity Code | 20 - COASTWISE WORK | Apply skill differential

**41048 COOPER, ANDREW J (LU)** SH: 8 | OT: 2

Notes:

Shift Hours	Start	End	Total Hours	C/Agr.	Alloc.	Var.	Gross Items	Amount
Period 1:	07:00	12:00	Shift:	8.00	8.00		Meal Allowance:	0.00
Period 2:	12:30	16:30	Meal hour:	1.00	1.00		Fares:	0.00

## 4.2 Editing Year End Timesheets

**Case 1:** When the Foreman year end split (December 31) occurs earlier than the pay ending date for the current payroll week:

When timesheets are created in dates after the year end split date, all the foreman records are held back, meaning that they will not be processed during the current week. There will be a warning at the timesheet level explaining that foremen records after split date will not be submitted in the current week.

After the timesheet is submitted, the same timesheet number will appear in the next week, ready to be submitted with the remaining Foreman records.

**Case 2:** When the Foreman year end split (December 31) occurs later than the pay ending date for the current payroll week:

When timesheets are created in dates after the pay ending date, but before the year end split date, all the Longshoreman records are held back, meaning that they will not be processed during the current week. The Foreman records however, will be processed in the current week. There will be a warning at the timesheet level explaining that foremen records after split date will be submitted in the current week.

After the timesheet is submitted, the same timesheet number will appear in the next week, ready to be submitted with the remaining Longshoreman records.

### 4.3 Editing Gross Only Timesheets









**Step 1** – Select the appropriate date and shift from the grid.

**Step 2** – Select the appropriate timesheet. A window like the one shown below will display. From here necessary changes can be made.

**Edit Timesheet: 115072 | STAT HOLIDAY Test 1**

Ship:  Site-Berth:

Port Code: 
 Ship Code: 
 Operation: 
 Account Code:

<b>27573 BAKER, PAUL</b>	
<input type="text" value="000 - DOCK"/> <input type="text" value="05 - SHIP FOREMEN"/> <input type="text" value="432.64"/>	
<b>29444 EDWARDS, FEDELIS J</b>	
<input type="text" value="000 - DOCK"/> <input type="text" value="05 - SHIP FOREMEN"/> <input type="text" value="432.64"/>	
<b>32425 LUND, DAVE</b>	
<input type="text" value="000 - DOCK"/> <input type="text" value="05 - SHIP FOREMEN"/> <input type="text" value="432.64"/>	
<b>32472 SHEASGREEN, KEVIN J</b>	
<input type="text" value="000 - DOCK"/> <input type="text" value="05 - SHIP FOREMEN"/> <input type="text" value="432.64"/>	

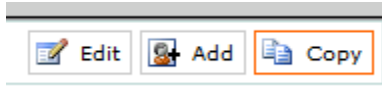
**Step 3** – Use the drop down menus to change site-berth, port and operation codes respectively.

**Step 4** – Click on the appropriate employee line to edit. Use the drop down menus to change costing codes and occupation codes respectively.

**Step 5** – Click on the gross amount and enter new amount as appropriate.

## 5 Copying a Timesheet Detail Record

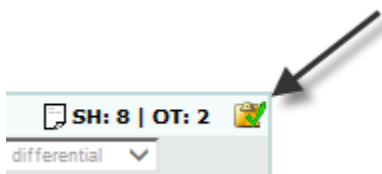
**Step 1** – Select “Copy” mode.



**Step 2** – Select the employee with the shift details to be copied; it will be outlined in orange once selected.

39674 ALEXANDER, TOM (L U)	000 - DOCK	CEM - CEMENT	01 - SHIP LONGSHOREMEN	SH: 8   OT: 2
14556 BARKER, RON (L U)	000 - DOCK	CEM - CEMENT	01 - SHIP LONGSHOREMEN	SH: 8   OT: 2
40136 BOUCHARD, PAUL E (F R)	000 - DOCK	CEM - CEMENT	02 - DOCK LONGSHOREMEN	SH: 8   OT: 2
40751 BRAICH, AJIT S (L U)	000 - DOCK	CEM - CEMENT	02 - DOCK LONGSHOREMEN	SH: 8   OT: 2
30823 CROSBY, JOHN (JACK) K (F R)	000 - DOCK	Select Commodity Code	08 - DOCK FOREMEN	SH: 8   OT: 2

**Step 3** – Click the paste icon for each employee to apply the copied shift details to that employee. A green checkmark will display to indicate details will be pasted to that employee. Note: Only enabled (non-grayed) fields will be copied.



**Step 4** – Click the “Save” button to apply and see the copied changes.

**Step 5** – Click on “Edit” mode to continue working on timesheet.



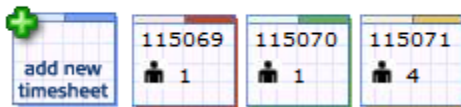
## 5.1 Add a New Employee

**Step 1** – Select the appropriate date and shift from the grid.

	Sun 2	Mon 3	Tue 4	Wed 5	Thu 6	Fri 7	Sat 8
01:00		1 TS	1 TS	1 TS	1 TS		
08:00							
16:30							

**Step 2** – Select the appropriate timesheet. Red timesheets contain errors, yellow timesheets contain warnings, and green timesheets do not contain errors or warnings and can be authorized.

### Timesheets



**Step 3** – Switch to “Add” mode.



**Step 4** – In Add mode this window will display

The screenshot shows a software interface for adding employees to a timesheet. At the top, there are three tabs: "Employee (0)", "RWF (0)", and "Foreman (0)". Below the tabs, there are three callouts: "Click to add an employee" pointing to the "Employee (0)" tab, "Click to add an RWF" pointing to the "RWF (0)" tab, and "Click to add a Foreman" pointing to the "Foreman (0)" tab.

The main interface area contains several fields and buttons:

- Search for an employee by name:** A callout points to a search box containing "smith" and a "find" button.
- Results for employee name search:** A callout points to a list of search results under the heading "Employee(s) found:". The results include names and registration numbers, such as "LCI NW ARROWSMITH, J H 025751" and "LCI VA ARROWSMITH, MARVIN 00040".
- Use to transfer employees between adjacent fields:** A callout points to a set of navigation buttons: ">", ">>", "<<", and "<".
- Use to add an employee by registration number:** A callout points to a "Registration Number:" field with an "add to selection" button.
- Click to add the employee(s) shown in the field above to the timesheet:** A callout points to an "add selected employee(s) to timesheet" button at the bottom right.

At the top of the interface, there are three dropdown menus for "Choose Costing, Commodity, Occupation code for the selected employee (Optional):". The first dropdown is set to "000 - DOCK". The other two are labeled "Choose a Commodity Code" and "Choose a Occupation Code".

## 5.2 Adding Employees by Name

**Step 1** – Enter the employee first or last name in the Name field and click “find”. The employees who’s name match the entry will be added to the “employee(s) found” list.

**Step 2** – Optionally choose the Costing Code, Occupation or the Commodity.

**Step 3** – Highlight the employee in the list and click the “>” button to add the employee to the selection.

**Step 4** – Click the “add selected employee(s) to timesheet” button.

## 5.3 Adding Employees by Registration Number

**Step 1** – Optionally choose the Costing Code, Occupation or the Commodity.

**Step 2** – Enter the employee registration number and click “add to selection”

**Step 3** – Click the “add selected employee(s) to timesheet” button.

## 5.4 Adding Regular Work Force Employees

**Step 1** – Choose the RWF Tab.

**Step 2** – Optionally choose the Costing Code, Occupation or the Commodity.

**Step 3** – Highlight the RWF employee in the list and click the “>” button to add the employee to the selection.

**Step 4** – Click the “add selected employee(s) to timesheet” button.

## 5.5 Adding Foreman Employees

**Step 1** – Choose the Foreman Tab.

**Step 2** – Optionally choose the Costing Code, Occupation or the Commodity.

**Step 3** – Highlight the Foreman employee in the list and click the “>” button to add the employee to the selection.

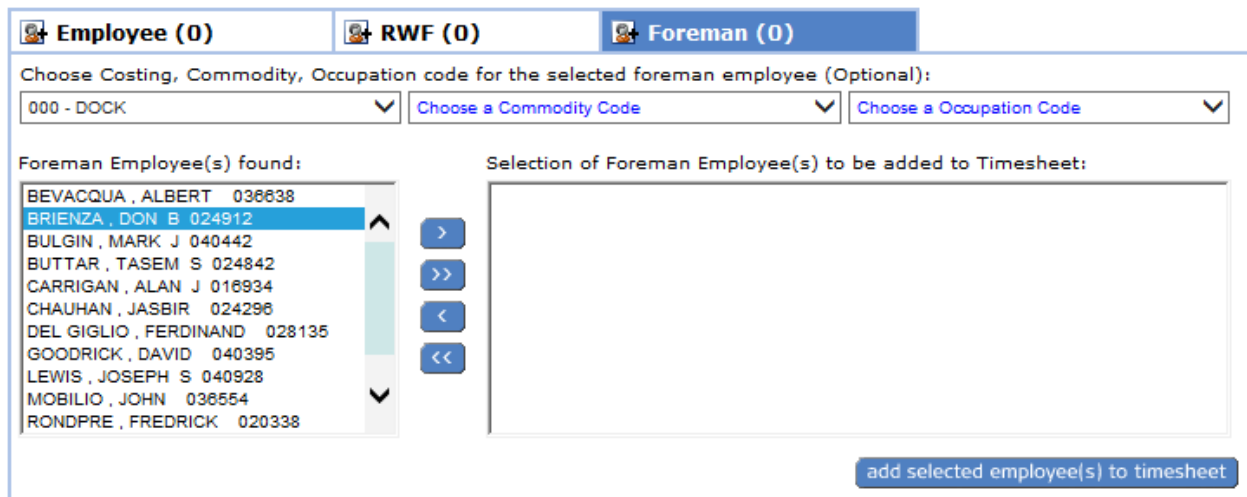
**Step 4** – Click the “add selected employee(s) to timesheet” button.

## 5.6 Adding Service Group Foreman

**Step 1** – Choose the Foreman Tab. Foreman List shows Service Group Foreman with SG besides registration number.

**Step 2** – Optionally choose the Costing Code or the Commodity.

**Step 3** – Choose Occupation code 5 Only Ship foreman apply for Service Group Foreman.



Employee (0) RWF (0) Foreman (0)

Choose Costing, Commodity, Occupation code for the selected foreman employee (Optional):

000 - DOCK Choose a Commodity Code Choose a Occupation Code

Foreman Employee(s) found:

BEVACQUA , ALBERT 036638
BRIENZA , DON B 024912
BULGIN , MARK J 040442
BUTTAR , TASEM S 024842
CARRIGAN , ALAN J 018934
CHAUHAN , JASBIR 024296
DEL GIGLIO , FERDINAND 028135
GOODRICK , DAVID 040395
LEWIS , JOSEPH S 040928
MOBILIO , JOHN 036554
RONDPRE , FREDRICK 020338

Selection of Foreman Employee(s) to be added to Timesheet:

add selected employee(s) to timesheet

**Step 4** – Highlight the Foreman employee in the list and click the “>” button to add the employee to the selection.

**Step 5** – Click the “add selected employee(s) to timesheet” button.

## 5.7 Adding Linesman

**Step 1** – Choose the Employee Tab.

**Step 2** – Optionally choose the Costing Code or the Commodity & Choose Occupation code 15 for Linesmen.

**Step 3** – Highlight the employee in the list and click the “>” button to add the employee to the selection or enter the employee registration number and click “add to selection”

**Step 4** – Click the “add selected employee(s) to timesheet” button.

Note: Linesman added to the sheet with default Skill Differential NO, when change to Apply skill differential means pay the lead hand rate adds 0.80 cents to the skill.

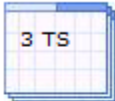

## 6 Delete a Timesheet

**Step 1** – Select the appropriate date and shift from the grid.


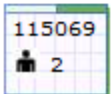
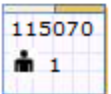
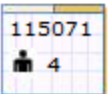
	Sun 2	Mon 3	Tue 4	Wed 5	Thu 6	Fri 7	Sat 8
01:00		1 TS	1 TS	1 TS	1 TS		
08:00							
16:30							

**Step 2** – Select the appropriate timesheet and drag and drop into Trash bin.

Tue. Apr 04, 2017 08:00 Shift





	No. of Timesheets	3	
	No. of Employees	7	
	No. of Shift Hours	56.00	
	No. of OT Hours	10.00	
	Total Hours	66.00	
	Warning	4	
	Errors	0	

### Timesheets



## 7 Copy a Timesheet

**Step 1** – Select the date and shift containing the timesheet to be copied from the grid.


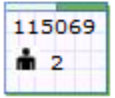
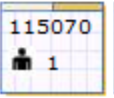
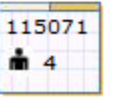
	Sun 2	Mon 3	Tue 4	Wed 5	Thu 6	Fri 7	Sat 8
01:00							
08:00							
16:30							

**Step 2** – Drag and drop the timesheet to be copied on to the appropriate Date and Shift on the grid.

Tue. Apr 04, 2017 08:00 Shift

	No. of Timesheets	3	
	No. of Employees	7	
	No. of Shift Hours	56.00	
	No. of OT Hours	10.00	
	Total Hours	66.00	
	Warning	4	
	Errors	0	

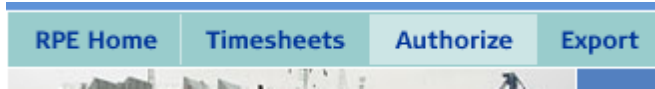
**Timesheets**

			
---	---	---	---

**Step 3** – Make changes if necessary by selecting the new copy of the timesheet and using the Edit and/or Add modes.

## 8 Authorizing a Timesheet

**Step 1** – Select the Authorize tab.



**Step 2** – A screen like the one below will be displayed once the Authorized tab is selected. Please be familiar with the features shown. (Note: errors can also be seen in Edit Timesheet mode).  
Click to print the

Sun. May 11, 2008 Shift 01:00 To Sat. May 17, 2008 Shift 16:30

**Select Timesheets for Submission**

The following timesheet(s) may be included as part of the current payroll. Please ensure that all warnings and errors have been resolved prior to authorization. Timesheets that have a green status may be selected for submission.

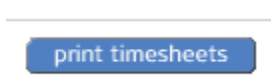
Timesheet	Regular	Adjusted	Pending	To Authorize	Select
Tue Apr 29, 2008 Shift 16:30					
109240	5		5	<span style="color:red">✗</span>	<input type="checkbox"/>
109241	5			<span style="color:red">✗</span>	<input type="checkbox"/>
Wed Apr 30, 2008 Shift 16:30					
109233		1		<span style="color:green">✔</span>	<input type="checkbox"/>

**Overrideable Warning**

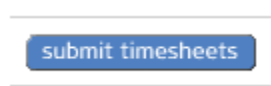
- Shift rate 55.20 does not match the base rate for 30.04.2008, shR 3 [Employee: 041342 BILLING, S]
- Timesheet Has No Foreman
- Timesheet Has No First Aid

I have reviewed the above warnings, I approve and accept the warnings as listed.

**Step 3** – Click to print timesheet (optional). Button will be blue when it is activated.



**Step 4** – Click for final submission of the selected timesheets into the payroll. Button will be blue when it is activated.



**Step 5** – A screen as pictured below will load. Double check the details of the timesheet(s) to be submitted. Enter your password and click “submit timesheets” to confirm authorization.

FIBRECO EXPORT INC

Sun. Jun 10, 2007 Shift 01:00 To Sat. Jun 16, 2007 Shift 16:30

 **Error/Warning Report**

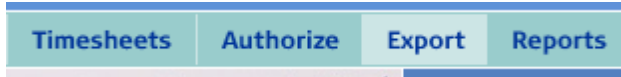
Confirm Authorization <span style="float: right;">?</span>					
Users can export timesheet information for adhoc reporting or import into external systems. Data is extracted in comma separated values(CSV) format for easy import into excel or other data processing applications.					
<b>Timesheet</b>	<b>Date</b>	<b>Shift</b>	<b>Timesheet</b>	<b>Regular</b>	<b>Adjusted</b>
	Tue Jun 12, 2007	08:00	100094	8	8
<b>Logged as</b>	<b>fib_manager</b>				
<b>Password</b>	<input type="text"/>				
				<input type="button" value="cancel"/>	<input type="button" value="submit timesheets"/>

**Step 6** – After submitting the timesheet(s) an authorization report will load. This report is to be signed and sent to the pay office to authorize to pay.

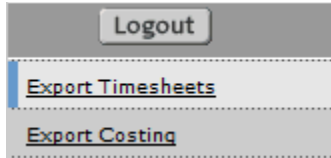


## 9 Exporting a Timesheet



**Step 1** – Select the Export tab.



**Step 2** – Select Export Timesheets from the side panel.



**Step 3** – Select the range of dates from which the timesheets are to be exported from.

<b>From</b>	<input type="text" value="02.04.2017"/> 
<b>To</b>	<input type="text" value="08.04.2017"/> 

**Step 4** – Select the shift(s) from which the timesheets are to be exported from.

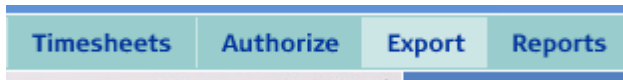
<b>Shift(s)</b>	<div style="border: 1px solid gray; padding: 2px;"> <p>--- All ---</p> <p>1 GRAVEYARD SHIFT</p> <p>2 DAY SHIFT</p> <p>3 EVENING SHIFT</p> </div>
-----------------	--

**Step 5** – Select the Data Element(s) to include in the exported timesheet(s).

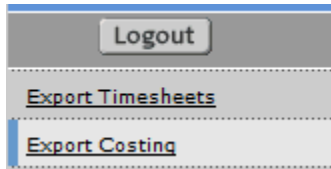
<b>Data Elements</b>	<ul style="list-style-type: none"> <li><input checked="" type="checkbox"/> Site</li> <li><input checked="" type="checkbox"/> Date when employee worked at site</li> <li><input checked="" type="checkbox"/> Shift worked by employee</li> <li><input checked="" type="checkbox"/> Employee's registration number</li> <li><input checked="" type="checkbox"/> Employee's name</li> <li><input checked="" type="checkbox"/> Type of work performed by employee</li> <li><input checked="" type="checkbox"/> Shift hours worked</li> <li><input checked="" type="checkbox"/> Rates of pay</li> <li><input checked="" type="checkbox"/> Cost center information</li> <li><input checked="" type="checkbox"/> Timesheet number</li> <li><input checked="" type="checkbox"/> Indication if timesheet is authorized</li> <li><input checked="" type="checkbox"/> Notes and Comments</li> </ul>
<input type="button" value="export"/>	

# 10 Exporting Costing

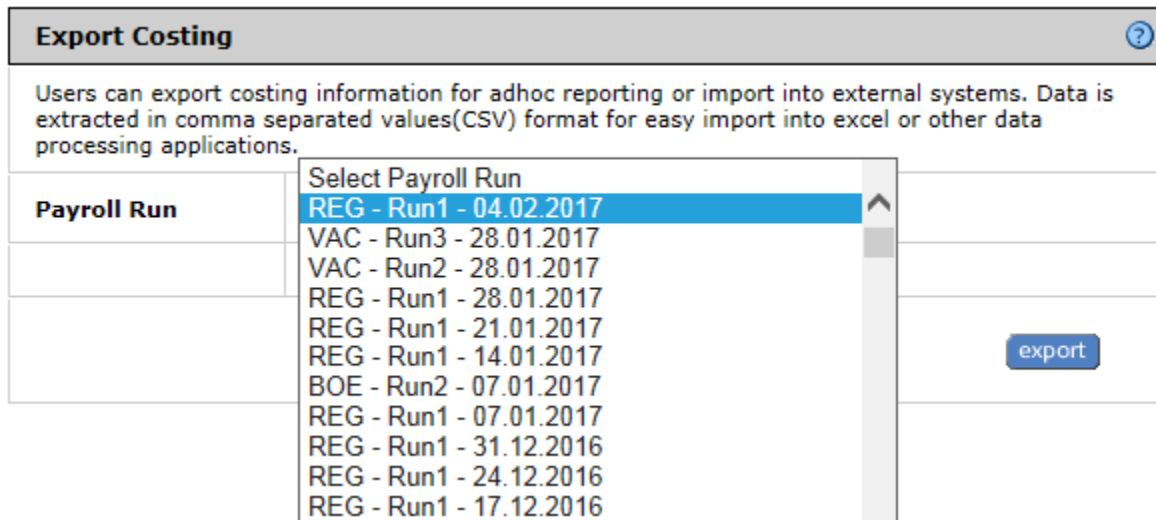
**Step 1** – Select the Export tab.



**Step 2** – Select Export Timesheets from the side panel.



**Step 3** – Using the drop down menu, select the date and payroll run from which the costing data is to be exported and click on “export”.





# 11 Authorization History Report

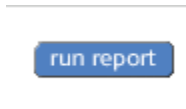
**Step 1** – Select the Reports Tab.



**Step 2** – Select the range of dates to be included in the report(s).

<b>From</b>	<input type="text" value="02.04.2017"/> 
<b>To</b>	<input type="text" value="08.04.2017"/> 

**Step 3** – Click on “run report”.

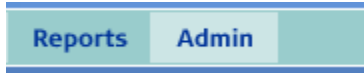


**Step 4** – A list of submitted timesheets will display. Click on “View / Print Authorization Report” for the desired timesheet.

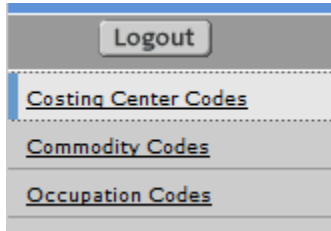
☰ Authorization History (Total: 3 Submissions)					
Submission Date	Submission Time	Submission Number	Submitted By	Submission Status	
Mon. Apr 10, 2017	12:51:39	2	ttekamp	Accepted	<a href="#">View / Print Authorization Report</a>
Mon. Apr 10, 2017	12:44:13	1	ttekamp	Accepted	<a href="#">View / Print Authorization Report</a>
Mon. Apr 03, 2017	12:50:11	1	ttekamp	Accepted	<a href="#">View / Print Authorization Report</a>

## 12 Manage Costing Center Codes

**Step 1** – Select the Admin tab.



**Step 2** – Select Costing Center from the side panel.



**Step 3** – A screen like the one pictured below will load. From here Costing Center Codes can be removed if shown in blue and also Costing Center Codes can be added.

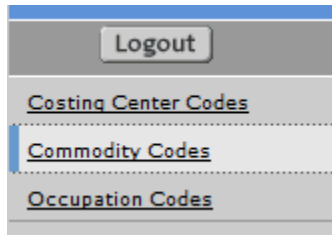
Manage Costing Center Codes <span style="float: right;">?</span>							
<p>Costing Center admin page will allow the users to add or remove costing center codes. These codes are company specific.</p>							
<b>Costing Center Code(s)</b>	<div style="border: 1px solid #ccc; padding: 5px; min-height: 100px;"> <p>000 - DOCK</p> </div>						
<b>Remove</b>	<p>You may remove unused costing center codes shown in blue. Select the costing code from the above list then click remove.</p> <div style="text-align: right;"> <input type="button" value="remove unused code"/> </div>						
<b>Add New</b>	<table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 30%; border-bottom: 1px solid #ccc;">Code</td> <td style="width: 40%; border-bottom: 1px solid #ccc;">Description</td> <td style="width: 30%;"></td> </tr> <tr> <td style="border-bottom: 1px solid #ccc;"><input type="text"/></td> <td style="border-bottom: 1px solid #ccc;"><input type="text"/></td> <td style="text-align: right;"> <input type="button" value="add new code"/> </td> </tr> </table>	Code	Description		<input type="text"/>	<input type="text"/>	<input type="button" value="add new code"/>
Code	Description						
<input type="text"/>	<input type="text"/>	<input type="button" value="add new code"/>					

# 13 Manage Commodity Codes

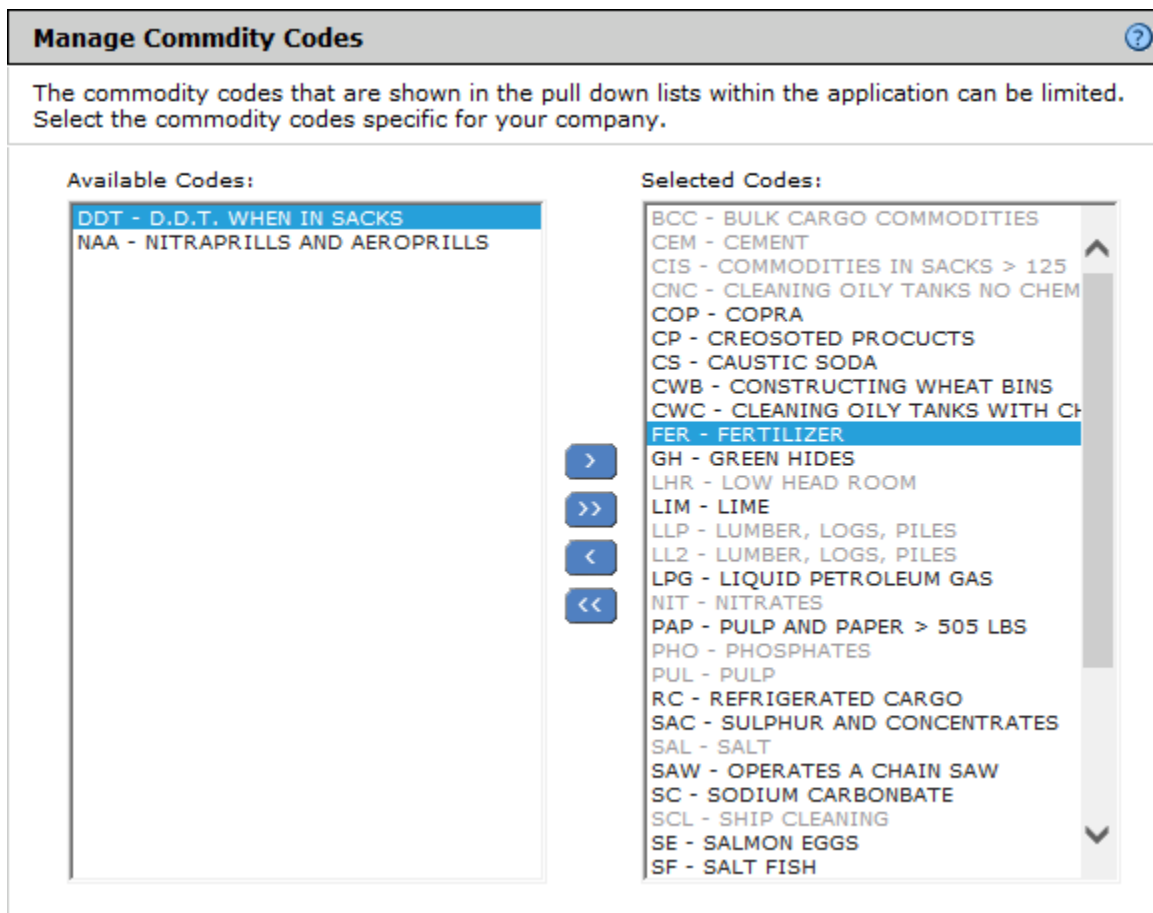
**Step 1** – Select the Admin tab.



**Step 2** – Select Costing Center from the side panel.



**Step 3** – A screen like the one pictured below will load. From here Commodity Codes that appear in the lists can be altered (i.e. remove unused codes). Use the blue arrows to transfer the highlighted code(s) between fields.

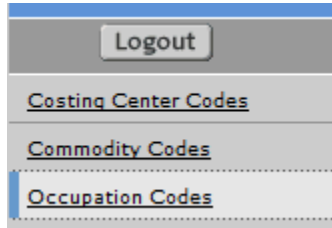


# 14 Manage Occupation Codes

**Step 1** – Select the Admin tab



**Step 2** – Select Occupation Codes from the side panel



**Step 3** – A screen like the one pictured below will load. From here Occupation Codes that appear in the lists can be altered (i.e. remove unused codes). Use the blue arrows to transfer the highlighted code(s) between fields.

### Manage Occupation Codes ?

The occupation codes that are shown in the pull down lists within the application can be limited. Select the occupation codes specific for your company.

**Available Codes:**

07 - GRAINLINERS  
19 - WORK O/S COLL AGREE

>

>>

<

<<

**Selected Codes:**


39 - SUPT. FOREMEN  
41 - UTILITY DECK MEN  
42 - CONTAINER CHECKER  
43 - STAT ENG ABOVE 4 CL  
44 - 4TH CLASS STAT ENG  
45 - HEAD CHECKER  
46 - BULK OPERATOR  
47 - PAPERMEN  
48 - TRUCK DRIVER REQ ABC  
49 - RUBBER TIRED GANTRY  
50 - AUTOMOTIVE MECHANIC  
51 - HEAVY DUTY MECHANIC  
52 - CARPENTER  
53 - ELECTRICIAN  
54 - MACHINIST  
55 - MILLWRIGHT  
56 - PLUMBER  
57 - PIPE/STEAM FITTER  
58 - WELDER  
59 - PAINTER  
30D - STRADDLE CARRIER OP  
43D - STAT ENG ABOVE 4 CL  
44D - 4TH CLASS STAT ENG  
61 - CFS OPERATIONS  
62 - RE-LOAD OPERATIONS  
72 - CONT HEAVY LIFT TRUCK  
63 - RAIL PERSON  
64 - STORESPERSON

# 15 Preview Authorization Report

In authorization page

## MAHER TERMINALS HOLDING CORP

Sun. Sep 06, 2009 Shift 01:00 To Sat. Sep 12, 2009 Shift 16:30

 **Include Overpayments and Shortages**

 **Error/Warning Report**

### 1 Select Timesheets for Submission ?

The following timesheet(s) may be included as part of the current payroll. Please ensure that all warnings and errors have been resolved prior to authorization. Timesheets that have a green status may be selected for submission.

Timesheet	Regular	Adjusted	Pending	To Authorize	Select
Sun Sep 06, 2009 Shift 08:00					
 <b>108469</b> test	1			1 	<input checked="" type="checkbox"/>

### 2 Preview Authorization Report For Selected Timesheets (optional) ?

Preview authorization report for selected timesheets to verify the submission details. The authorization report will continue to be generated automatically on timesheet submission.

[authorization preview](#)

### 3 Print Selected Timesheets ?


The selected timesheets can be printed and filed for future reference.

[print timesheets](#)

### 4 Submit Selected Timesheet ?

Selected timesheets can be submitted to be part of the current payroll. You will be asked to enter your password to authorize the timesheets for submission. An authorization report will be auto generated which you will need to sign and fax to the WEBC. This payroll's authorization reports can be reprinted using the authorization history section below. The previous authorization reports can be reprinted using the reports section.

[submit timesheets](#)

 **Authorization History (Total: 1 Submission)**



# Sample Preview Authorization Report.

Report: AuthorizationReport.rpt

MAHER TERMINALS HOLDING CORP.

Page 1 of 2

Run Date: 16.09.2009  
Run Time: 5:06:21PM

## Preview Authorization Report

Pay Ending Date: 12.09.2009  
Timesheet Number: 108469

Submission Date/Time:  
Submitted Payroll Timesheet Number:

Company: 064 - MAHER TERMINALS HOLDING CORP.

Employee	Date Worked	Sh	TT Hours	TT Rate	Shift Hours	Shift Rate	OT Hours	OT Rate	Fares	Meal Allow	Gross Only	Occ Code	Sp	Labour Cost	Misc
041042 JOHAL	06.09.2009	2	0.00	0.00	9.00	55.22	0.00	0.00	0.00	0.00	0.00	01		500	
Subtotals for Timesheet Number 108469:			0.00		9.00		0.00		0.00	0.00	0.00				
Number of records:			1												

\*\*End of Document\*\*