

Time Tracking

Time Tracking in AiM

- There is only 1 Timecard per technician per day.
- Timecards can be edited as long as they are Not Posted.
- Timecards are Posted when the Supervisor approves the Timecard on the Timecard Approval screen.
- Once Posted, Timecards can be changed through the Timecard Adjustment screen.
- Timecard Adjustments generate Work Order/Phase transactions upon saving. There is not a separate approval process.

Enter Timecard from Daily Assignment Screen

Timecards can be generated from the Daily Assignment screen.

Click to return to Main WorkDesk

Channel

Menu always on the left

Watch for New Work Orders

Daily Tasks & Charge Outs

Equipment Rental

External Charges

Purchase Orders

Shop Phase Manager

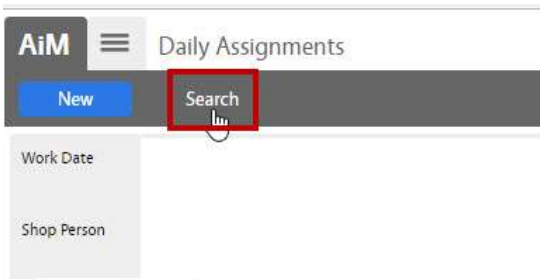
Daily Assignment Print

Timecard Entry

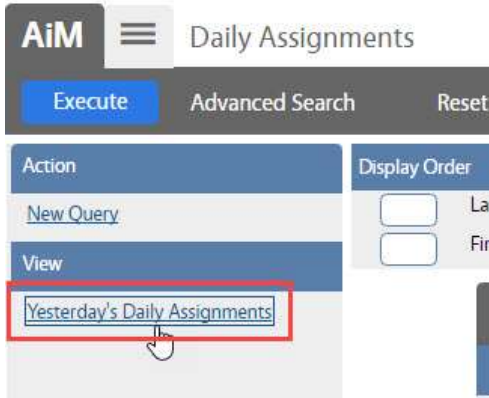
TIMECARD APPROVALS

- From the Daily Tasks & Charge Out channel, click on Timecard Entry

***This link will open the Daily Assignment Screen*



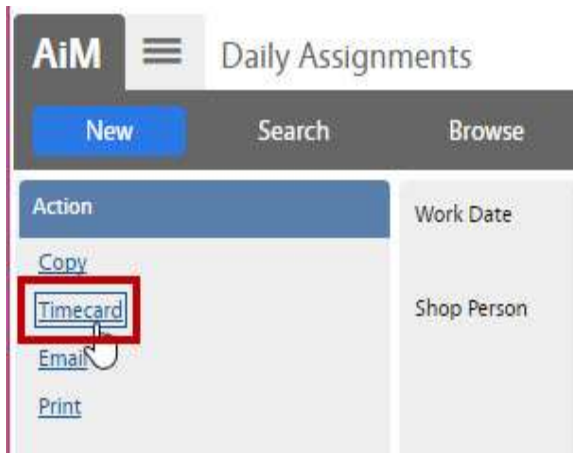
- Click Search



- Click on Yesterday's Daily Assignments link
- Click [Execute](#)



- Click on the Work Date to open the Daily Assignment



- On the Daily Assignment screen, click Timecard

AiM Rapid Timecard Entry ROLETEST About Logout

Save Cancel Reset Remove Add

Work Date	Shop Person	Time Type/Labor Class	Leave Code	Work Order/Phase	Action Taken	Hours	Start	Stop
Mar 06, 2017	708116 ANNA BARWICK							
TIMECARD LINE ITEM DESCRIPTION								
Mar 06, 2017	708116 ANNA BARWICK	STRAIGHT TIME DIRECT		150907-180738 001	1800 PLEASE REPAIR/REPLACE THE ENTHALPHY			0.00
TIMECARD LINE ITEM DESCRIPTION								
Mar 06, 2017	708116 ANNA BARWICK	STRAIGHT TIME DIRECT		161117-300851 001	PLEASE REPLACE THE BULB IN THE CEILING			0.00
TIMECARD LINE ITEM DESCRIPTION								
Mar 06, 2017	708116 ANNA BARWICK	STRAIGHT TIME DIRECT		161206-300928 001	Pothole at 1156			0.00

- The detail from the Daily Assignment will be loaded to the Rapid Timecard Entry screen.
- The estimated hours listed on the Daily Assignment will be entered on the Timecard.


AiM Rapid Timecard Entry ROLETEST About Logout



Save Cancel Reset Remove Add

4

Work Date	Shop Person	Time Type/Labor Class	Leave Code	Work Order/Phase	Action Taken	Hours	Start	Stop
Mar 06, 2017	708116 ANNA BARWICK							
TIMECARD LINE ITEM DESCRIPTION								
Mar 06, 2017	708116 ANNA BARWICK	STRAIGHT TIME DIRECT		150907-180738 001	1800 PLEASE REPAIR/REPLACE THE ENTHALPHY			0.00
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TIMECARD LINE ITEM DESCRIPTION								
Mar 06, 2017	708116 ANNA BARWICK	STRAIGHT TIME DIRECT		161206-300928 001	Pothole at 1156			0.00

1. Update the time worked.
2. Click to enter notes on the Phase.
3. Change the Time type and Labor Class to apply the correct labor rate.
 - a. Time Type Options
 - i. Straight Time
 - ii. Overtime
 - iii. Zero Rate
 - b. Labor Class Options
 - i. Com Pest App
 - ii. Irrigation
 - iii. Landscape
 - iv. Landscape Super
 - v. Road Repair
 - vi. Road Repair Sup
4. Click to create the Timecard.

AiM  Rapid Timecard Entry

Work Date	Shop Person
<input type="text" value="Apr 11, 2017"/> 	<input type="text" value="801373"/>  BOBBY ROSAS

TIMECARD LINE ITEM DESCRIPTION

<input type="text" value="107470"/>	Apr 11, 2017	801373 BOBBY ROSAS
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- Once saved, the Timecard number will appear at the front of the line.
- Click to return to the Daily Assignment screen

Add Work Order/Phases not on Daily Assignment

Additional Work Orders can be added to the Timecard by entering the following information.

*All data is entered on one line.

1. Work Date – Can choose from a calendar
2. Shop Person – Enter employee number
3. Time Type
4. Labor Class
5. Work Order number
6. Phase number
7. Enter total number of hours
8. Optional - Add a description
9. Click **Add**

Changes and Deletions

After Clicking **Add** the line will appear at the bottom section of the screen. Changes can be made here if needed.

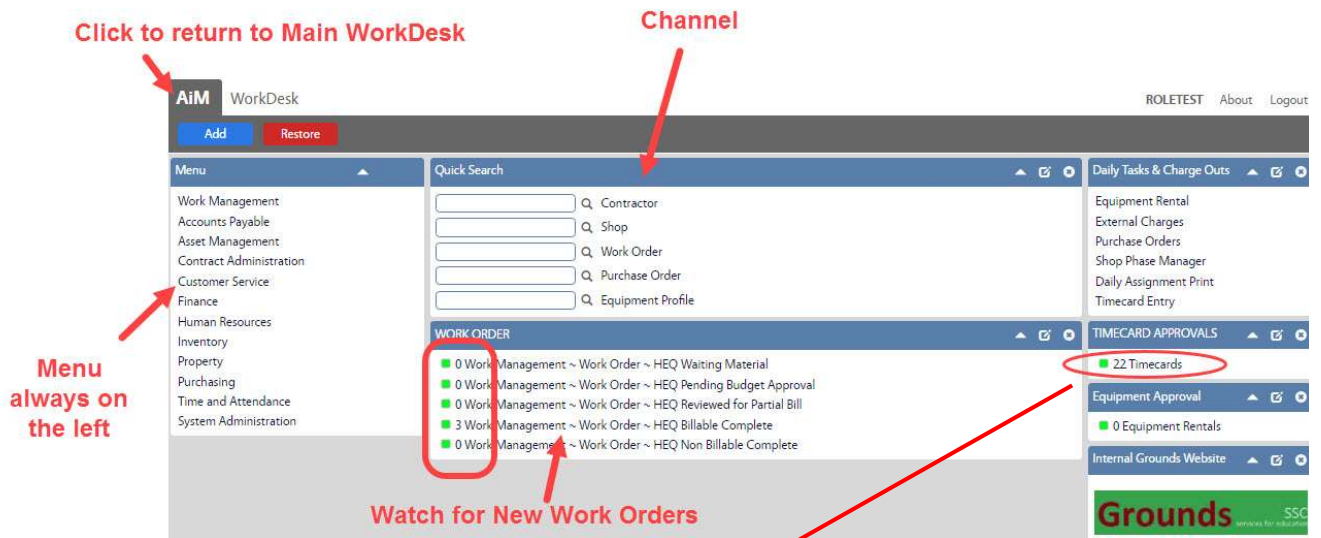
- To Remove a line Check the box in front of the line and then click **Remove**
- Click the to add a note to the Phase.

The data entered remains on the Entry Line. This data can be changed as needed and new lines added.

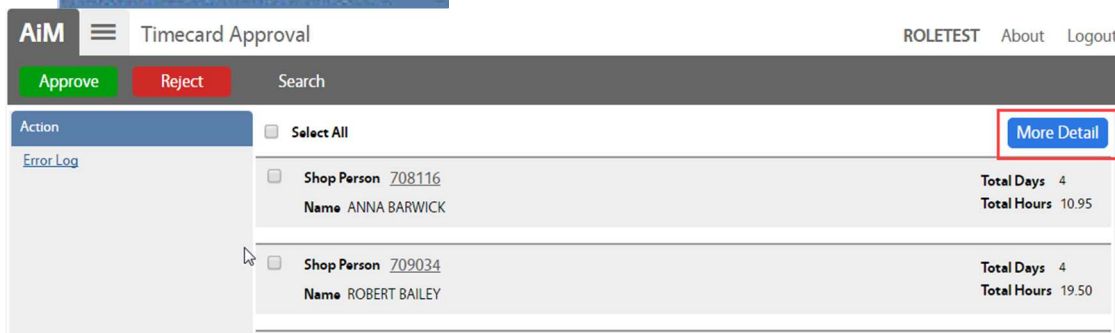
Click **Save** to Save all lines.

Timecard Approval

**If at all possible, changes should be made to Timecards prior to approval.
Supervisors will only see Timecards they have authority to approve.



- From the Timecard Approvals channel, click on the Timecards link.



- Summary list appears
 - Shop Person number and name
 - Number of timecards pending approval
 - Total number of hours on the timecards
- Click **More Detail** to see more information for each timecard.

AiM Timecard Approval ROLETEST About Logout

Approve Reject Search

Action Select All Less Detail

[Error Log](#)

Shop Person 708116 **Total Days** 4
Total Hours 10.95

Name ANNA BARWICK

Work Date	Transaction	Description	Non-Leave Hours	Leave Hours	Total Hours
<input type="checkbox"/> Sep 10, 2015	62526		6.07	0.00	6.07
<input type="checkbox"/> Oct 13, 2015	62527		0.88	0.00	0.88
<input type="checkbox"/> Jul 12, 2016	62542		2.00	0.00	2.00
<input type="checkbox"/> Jul 19, 2016	62545		2.00	0.00	2.00

Shop Person 709034 **Total Days** 4
Total Hours 19.50

Name ROBERT BAILEY

Work Date	Transaction	Description	Non-Leave Hours	Leave Hours	Total Hours
<input type="checkbox"/> Jul 16, 2015	62165		4.50	0.00	4.50
<input type="checkbox"/> Jul 17, 2015	62257		1.00	0.00	1.00
<input type="checkbox"/> Jul 20, 2015	62344		7.00	0.00	7.00

- More Detail will show the following for each timecard
 - Work Date
 - Timecard transaction number
 - Timecard Description
 - Total work hours
- Click on the Timecard transaction number to open the Timecard and see the WO detail
- Make changes to the Timecard by clicking Edit prior to approving.

AiM Timecard Approval ROLETEST About Logout

Approve Reject Search

Action Select All Less Detail

[Error Log](#)

Shop Person 708116 **Total Days** 4
Total Hours 10.95

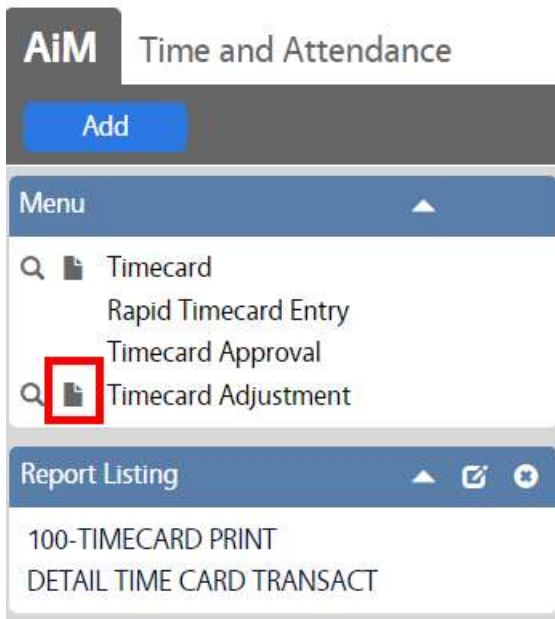
Name ANNA BARWICK

Work Date	Transaction	Description	Non-Leave Hours	Leave Hours	Total Hours
<input checked="" type="checkbox"/> Sep 10, 2015	62526		6.07	0.00	6.07
<input checked="" type="checkbox"/> Oct 13, 2015	62527		0.88	0.00	0.88
<input type="checkbox"/> Jul 12, 2016	62542		2.00	0.00	2.00
<input type="checkbox"/> Jul 19, 2016	62545		2.00	0.00	2.00

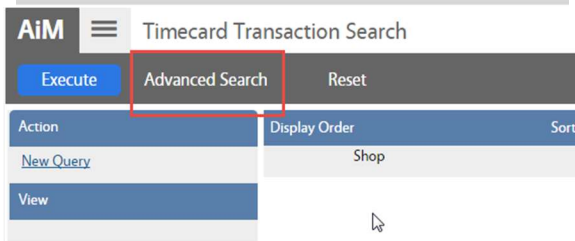
- Check the box for each timecard to approve
- Click Approve to Post the charges to the WOs
- Click Reject to Cancel the Timecards.

Timecard Adjustment

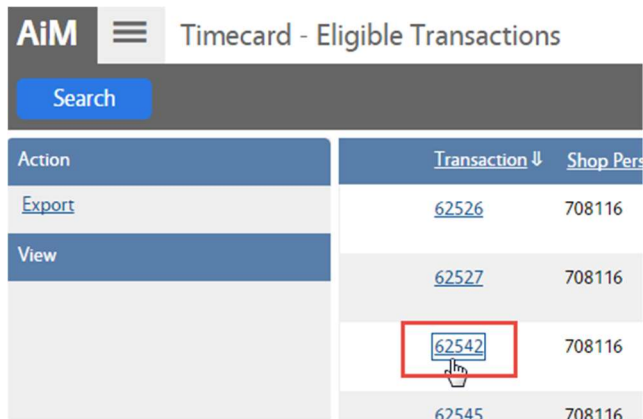
Once approved, changes to the Timecard must be done through the Timecard Adjustment screen. Changes on this screen are automatically approved and cause a financial change on the Work Order.



- In the Time and Attendance Module, look at the Menu
- Click the Paper Icon next to Timecard Adjustment
- *** The magnify glass will only return adjustments previously created.



- Click Advanced Search
- Enter the criteria for the Timecard needing to be adjusted.
- Click [Execute](#)



- The list of Eligible Transactions will appear.
 - To be eligible, the transaction must be in a Posted status.
 - Non Posted transactions can be Edited through on the Timecard screen.

AiM Timecard Adjustment ROLETEST About Logout

Save Cancel

View Created By ROLETEST On 07/12/2016 02:10 PM Status Posted

62542 Last Edited by ROLETEST On 07/19/2016 02:43 PM

Shop Person: 708116
ANNA BARWICK

Work Date: Jul 12, 2016

Non-Leave Hours: 2.00

Leave Hours: 0.00

Total Hours: 2.00

Original Cost: \$78.44

Adjusted Cost: \$0.00

Total Cost: \$78.44

Line Items Remove Add

Line	Time Type	Labor Class	Description	Work Order	Phase	Leave Code	Hours	Line Total	Adj Line
1	STRAIGHT TIME	DIRECT		160613-166130	001		2.00	\$78.44	

- To Remove hours from a line, click the Line Item number

AiM Timecard Adjustment Line Item ROLETEST About Logout

Done Add Cancel

View Last Edited by ROLETEST On 07/19/2016 02:43 PM Status Posted

1

Shop Person: 708116
ANNA BARWICK

Work Date: Jul 12, 2016

Time Type: STRAIGHT TIME

Labor Class: DIRECT

Labor Rate: \$39.22

Hours: 2.00

Adjust Hours:

Line Total: \$78.44

Work Order: 160613-166130
SR Jennifer Smith, 111-1111, js@mail.com RM

Phase: 001
SR FAS SYSTEM 979-845-4311 RM 312 & RM

Non-Leave Hours: 2.00

Leave Hours: 0.00

Total Hours: 2.00

- In the Adjust Hours box enter the number of hours to add or subtract.
- To remove hours, enter a negative number (ex: -1)
- The new total will be Hours (+) Adjust Hours
Ex: (Hours) 2 + (Adjust Hours) 2 = (Total Hours) 4
 (Hours) 2 + (Adjust Hours) -1 = (Total Hours) 1
- After hitting Enter on the keyboard, the screen will adjust the Total Hours.

Hours	2.00
Adjust Hours	(1.00)
Line Total	\$78.44
:9.22	
Non-Leave Hours	1.00
Leave Hours	0.00
Total Hours	1.00

- Click **Done** to return to the Timecard Adjustment screen

AiM Timecard Adjustment ROLETEST About Logout

Save **Cancel**

View
Notes Log
Related Documents

62542 Created By ROLETEST On 07/12/2016 02:10 PM
Last Edited by ROLETEST On 07/19/2016 02:43 PM

Status Posted

Shop Person	708116	Non-Leave Hours	1.00	Original Cost	\$78.44
	ANNA BARWICK	Leave Hours	0.00	Adjusted Cost	\$(39.22)
Work Date	Jul 12, 2016	Total Hours	1.00	Total Cost	\$39.22

Line Items **Remove** **Add**

Line	Time Type	Labor Class	Description	Work Order	Phase	Leave Code	Hours	Line Total	Adj Line
1	STRAIGHT TIME	DIRECT		160613-166130	001		2.00	\$78.44	
2	STRAIGHT TIME	DIRECT		160613-166130	001		(1.00)	\$(39.22)	1

Adjustment line →

Remove Allows a line entered on the Timecard Adjustment screen to be removed. It does not delete an entire line from the original Timecard.

Add Allows entry of a new line with a new Work Order number.

Click **Save** to post changes to the Work Orders.