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.
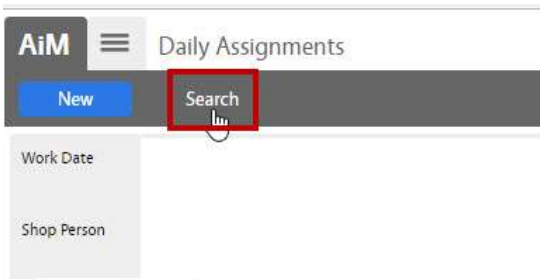
Enter Timecard from Daily Assignment Screen

Timecards can be generated from the Daily Assignment screen.
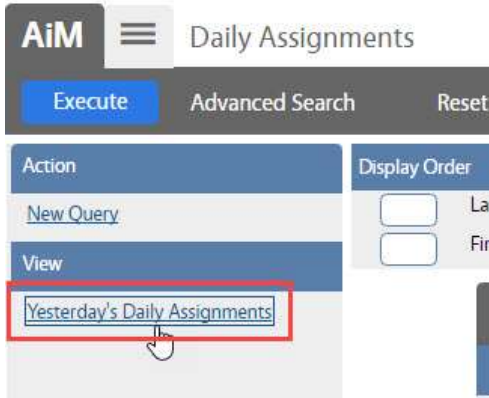

- From the Daily Tasks & Charge Out channel, click on Timecard Entry
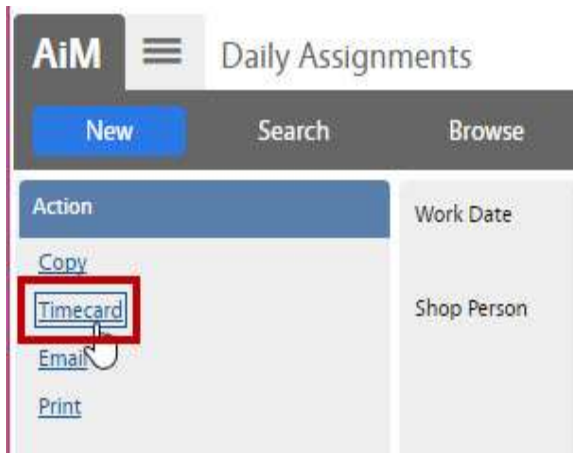
   **This link will open the Daily Assignment Screen*

- 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

- 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.


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 **Save** to create the Timecard.

- Once saved, the Timecard number will appear at the front of the line.
- Click **‹ Back** 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.

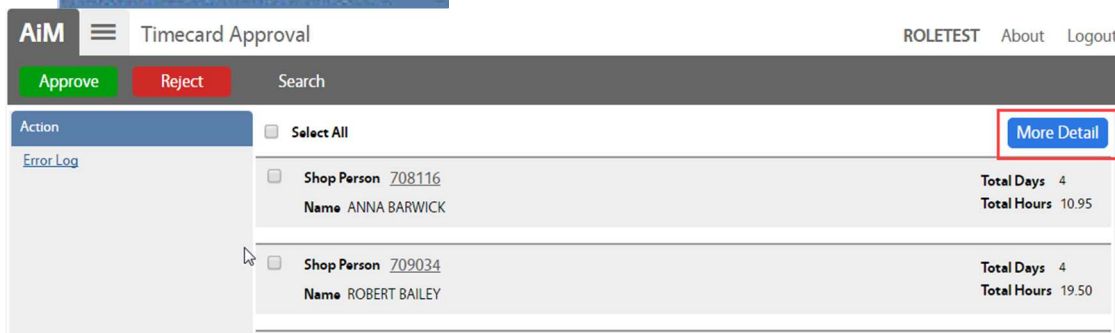Click Save to Save all lines.

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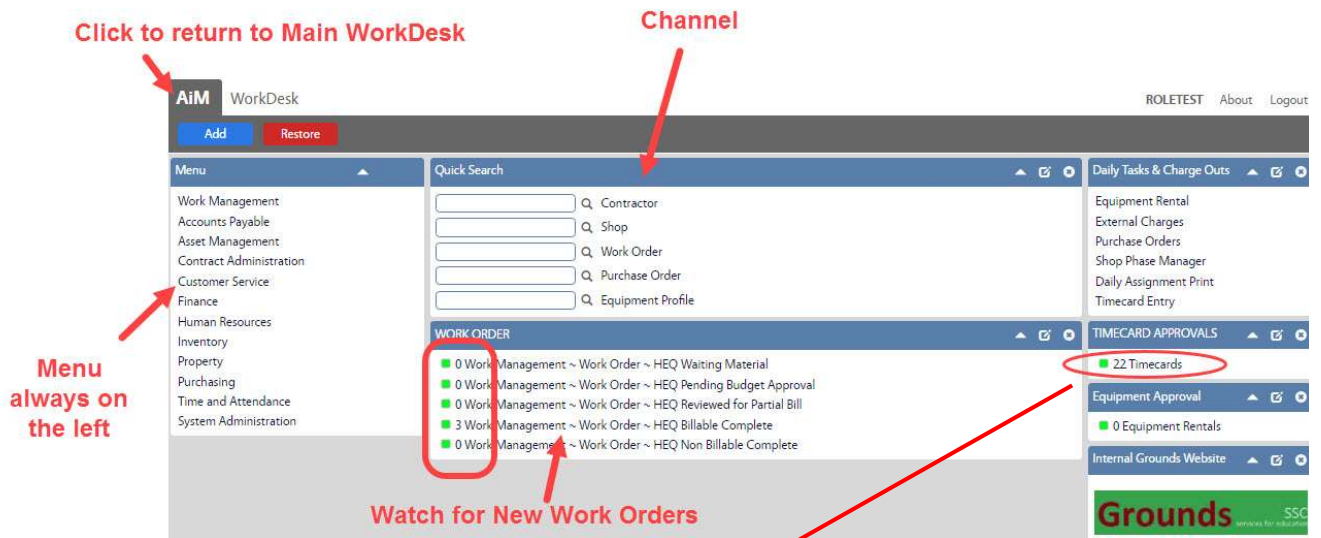
- Summary list appears
    - Shop Person number and name
    - Number of timecards pending approval
    - Total number of hours on the timecards
- Click More Detail to see more information for each timecard.

- 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.

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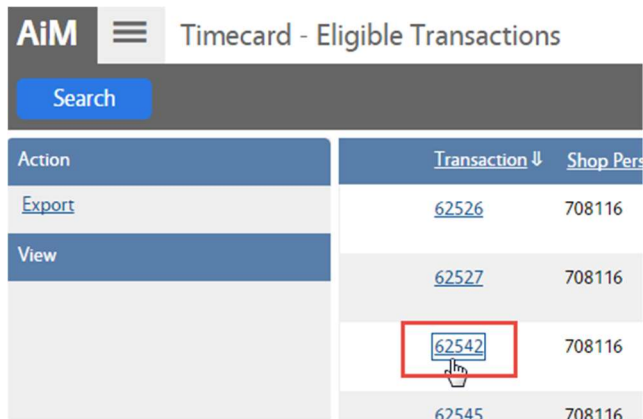
Timecard Adjustment

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.
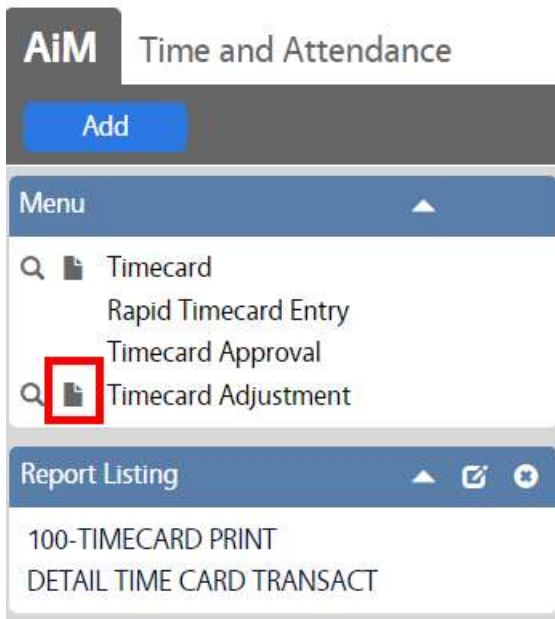
- In the Time and Attendance Module, look at the Menu
- Click the Paper Icon 📄 next to Timecard Adjustment

*** The magnify glass will only return adjustments previously created.
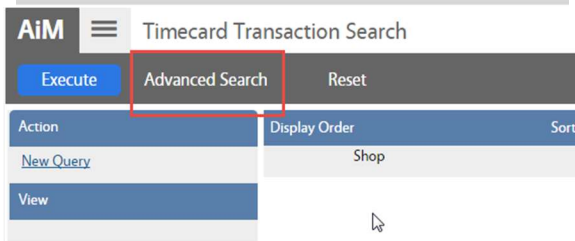
- Click Advanced Search
- Enter the criteria for the Timecard needing to be adjusted.
- Click **Execute**

- 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.

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

- 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.

- Click Done to return to the Timecard Adjustment screen

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.