6.1 Utilizing mJobTime for Timecard Entry

The PM Department interfaces with the Accounting Department for Timecards by entering the information in the mJobTime application. The following instruction will explain how the software is accessed, how time is entered for individual employees and crews, how that time is distributed across different projects and phase codes, and how the time is reviewed and submitted for approval.

6.1.1 Access and Log-in to mJobTime

Employees needing access to mJobTime via the Windows or Web Interface, require a User Record. Contact Payroll Department for user set up. Each employee will be assigned a license according to their position within the company. There are 3 levels of approvals. 1st – Employee level, 2nd Project management level and 3rd Administrative level (Payroll Department). Timesheets are due COB on Fridays, unless the crew anticipates to work over the weekend in which case they are due by 10 am on following Mondays. mJobTime is accessible on phones, tablets and desktops as long as you have access internet. Foremen are encouraged to contact payroll if they need assistance or have questions with mJobTime.

To access mJobTime go to http://mjobtime.ungerconstruction.com/Login.aspx and follow the instructions below.
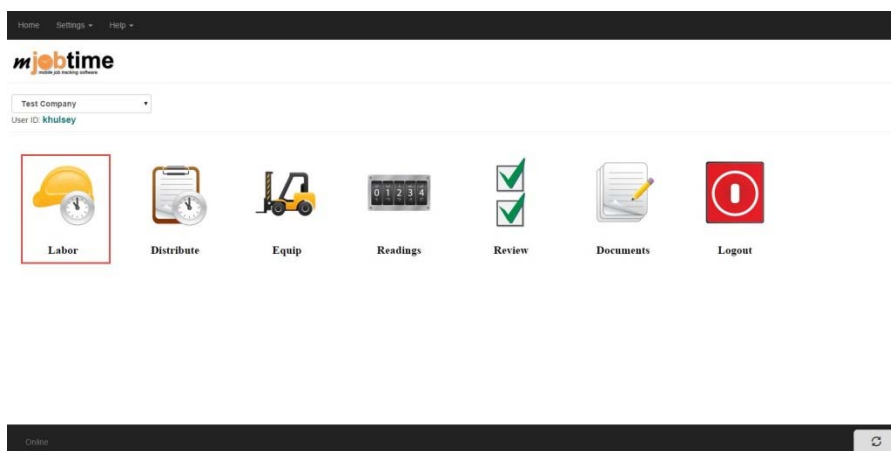

Use Foreman Login – Enter User ID (same as Viewpoint log in) Password is your employee number

6.1.2 Entering Time "After the Fact" (we don't punch a clock)

1. Tap the Labor button to begin.

Note: When charging time to PTO or Edu-Train, remember to use job "overhead" & appropriate phase code. Holiday Time is charged to jobs.

Individual Employee – Will have access to their personal time only. See below

Crew Leader – Have access and ability to enter time for all field employees . See below.

2. A list of available employees will be displayed.

3. To clock in an individual employee, simply tap the employee's name.

4. To clock in a group of employees, tap the appropriate check boxes and then tap the "Continue" button.

5. To clock in all employees, tap the "Check All" button and then the "Continue" button.

6. To clock in a crew, tap the Crew tab above the employee grid and then select a crew to clock in.
   a. To create a crew, tap the check box by employee names and select Add Crew.

7. Once you have selected an employee, a group of employees, or a crew, the "Clock-In" screen will display. The [x] represents the number of employees being clocked in.


8. The Clock-In screen will include default values for Job, Phase, Pay Code, etc.*
9. Enter the time in hours and any break minutes, if applicable.
10. To change any value, tap anywhere on the value to be changed and choose from the dropdown list.
11. To enter notes, tap in the "Notes" text box and begin typing.
12. Tap the "Save" button when all values are correct.

## 6.1.3 Distributing Time Across Different Projects and Phase Codes

Distribute On Entry

mJobTime allows after-the-fact time entry users to distribute time on entry. Distribute hours to multiple jobs, phases, etc.* by tapping the "Distribute" button.
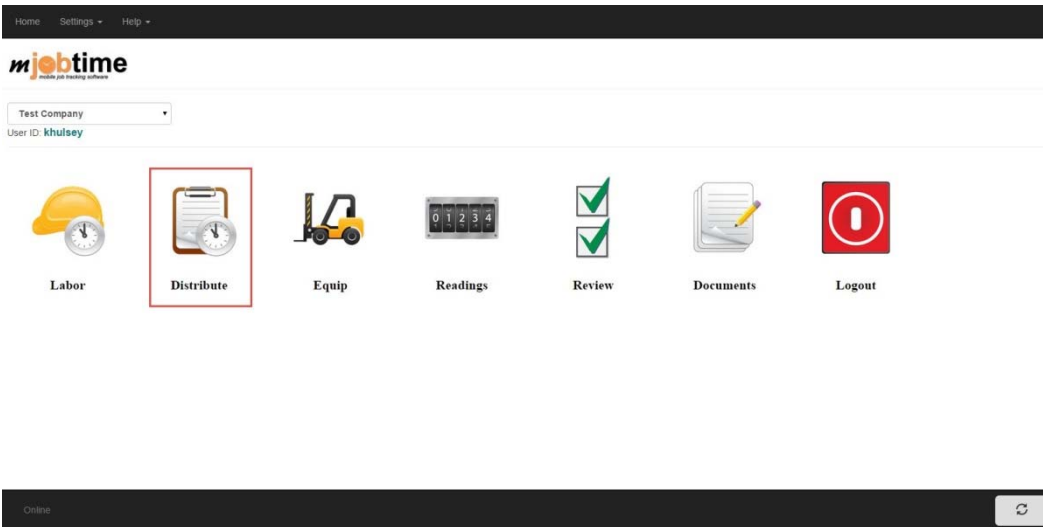
Note: *Available fields and field names may vary with system configuration

Select the employee(s) for which you will distribute time and tap the "Continue" button.
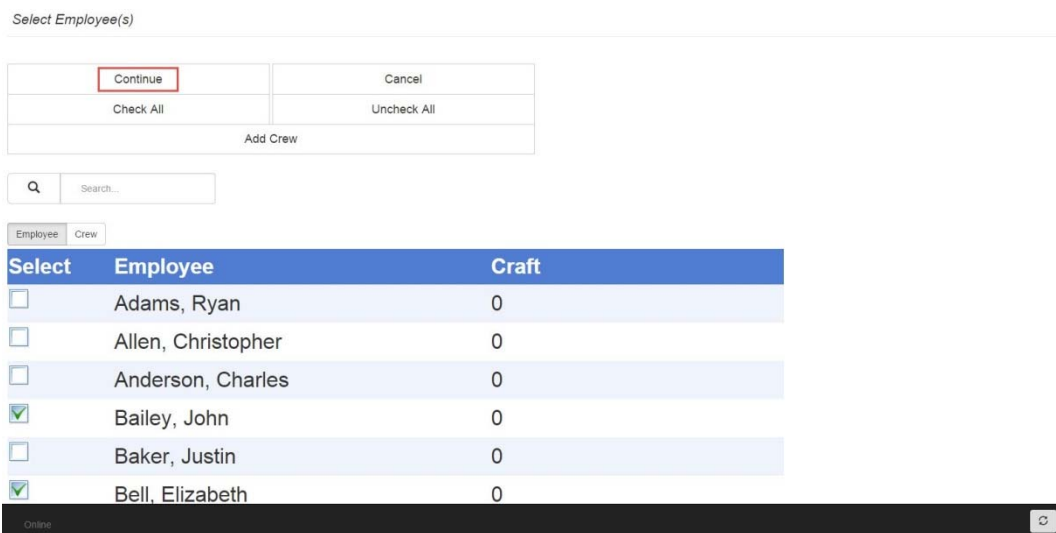
The "Distribute Hours" screen will display and will include all available phase codes for the selected job.

Users can enter hours for multiple phase codes, jobs or other cost distribution codes. In the following screen shot, we have distributed 5 hours to 2 phase codes.

The same employee(s) worked on a different job and phase code that day, so we select that job and enter hours for the other phase code. Notice that the total hours now show 8.

Tap the "Save" button to save your records.

Distribute After Entry

mJobTime also allows unapproved time records to be distributed after they were created from the Review screen. Tap the Review button from the Home screen.
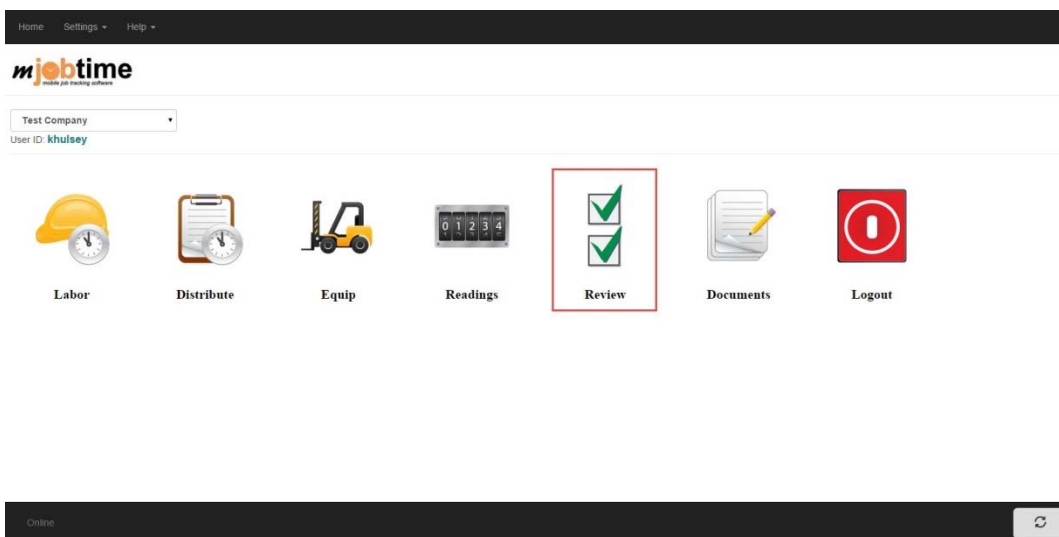
Use the filters at the top to find the record you wish to distribute.

Tap on the record you wish to distribute time for. This will open the record on the "Clock In" screen where you will tap the "More Options" button and select "Distribute".

Enter the hours for each phase code worked and change Job or Phase if necessary. Hours distributed from the original amount of hours will total in the Distribute field at the top as they are entered. You cannot distribute for more hours than the original amount displayed in the Hours field.

Tap Save after changing Job or Phase hours to continue to distribute hours for that record or tap Save after entering phase code hours if distributing for the same Job and Phase. Any hours that you do not distribute, will remain on the original job, phase, earning, etc.

6.1.4 Reviewing Records

The Review screen is used to review, edit and approve records created on the Web App. There are multiple review screens that can be used depening on what type of records you wish to view.

Tap the [checkbox icon] button on the Home screen.
A list of time records for the default job and current date will be displayed.

- Review a different job or date by tapping on the appropriate field and choosing a new value.
- Use the Prev Day and Next Day buttons to quickly review consecutive days.
- To review records by employee instead of job, tap the "By Job" drop down at the top.
- Sort any column by tapping on the column header.
- To view details of a record or to edit the record, tap on the underlined field.
- If Approvals are enabled, the Approve button will be displayed.

Note: If signature or PIN approve is enabled then the approval button will only appear on the review time by employee screen

By Job

Job: 201 - Trappen Motel
Date: 6/15/2015 through 6/15/2015

Prev Day	Next Day
Back to Menu	

Select	Employee	Approved	Start Time	Stop Time	Hours
☐	Adams, Ryan	No	12:00 AM	12:00 AM	9.00
☐	Allen, Christopher	No	12:00 AM	12:00 AM	7.5
☐	Bailey, John	No	12:00 AM	12:00 AM	8.00
					24.5

Check All	Uncheck All
Approve	

Edit Records

Use the filters at the top to find the record you wish to distribute.

| By Job ▾ | | | | | |

| Job: 🔍 | 201 - Trappen Motel | ▾ |
| Date: | 6/15/2015 | through | 6/15/2015 |

| Prev Day | Next Day |
| Back to Menu | |

Select	Employee	Approved	Start Time	Stop Time	Hours
☐	Adams, Ryan	No	12:00 AM	12:00 AM	9.00
☐	Allen, Christopher	No	12:00 AM	12:00 AM	7.5
☐	Bailey, John	No	12:00 AM	12:00 AM	8.00
					24.5

| Check All | Uncheck All |
| Approve | |

Tap on the underlined field to open the record you wish to edit.

| By Job ▾ | | | | | |

| Job: 🔍 | 201 - Trappen Motel | ▾ |
| Date: | 6/15/2015 | through | 6/15/2015 |

| Prev Day | Next Day |
| Back to Menu | |

Select	Employee	Approved	Start Time	Stop Time	Hours
☐	Adams, Ryan	No	12:00 AM	12:00 AM	9.00
☐	Allen, Christopher	No	12:00 AM	12:00 AM	7.5
☐	Bailey, John	No	12:00 AM	12:00 AM	8.00
					24.5

| Check All | Uncheck All |
| Approve | |

Make any necessary changes including job, phase code, etc.

Note: Clock in and out times cannot be edited, only hours.

Clock In

Employee:	Adams, Ryan
Job:	201 - Trappen Motel ▾
Cost Code:	1020 - Contingency ▾
Pay Code:	1 - Regular ▾
Item:	▾
Clock In:	6/15/2015 12:00:00 AM ▾
Clock Out:	6/15/2015 12:00:00 AM ▾
Hours:	8.5
Notes:	

Update	Cancel
Approve	Distribute
Delete	

Tap the Update button when done.

6.1.5 Approving Time Entries

mJobTime offers foremen and employees multiple options to approve their time records in the field:

- One click approval (foreman)
- PIN # approval (employee)
- Signature approval (employee)

Approval buttons are available when reviewing and editing records. Users can approve single records or groups of records from the review screen.

Approved records will also be displayed in green text. All other records are available for approval.

By Job ▾

Job:	201 - Trappen Motel ▾
Date:	6/15/2015 through 6/15/2015

Prev Day	Next Day
Back to Menu	

Select	Employee	Approved	Start Time	Stop Time	Hours
☐	Adams, Ryan	Yes	12:00 AM	12:00 AM	9.00
☐	Allen, Christopher	No	12:00 AM	12:00 AM	7.5
☐	Bailey, John	No	12:00 AM	12:00 AM	8.00
					24.5

Check All	Uncheck All
Approve	

6.1.6 Assigning Specific Phases to Projects

mJobTime allows employees the ability to assign specific projects and specific phases on their individual set up through the desktop version.   Access to the desktop version is via citrix server. See link below.

http://citrix.ungerconstruction.com/Citrix/XenApp/auth/login.aspx

Once you log into your desktop from the citrix server go to mJobTime and follow these instructions.

- Go to jobs icon
- Select the job you would like to edit
- Click Edit
- Under Assigned Phases use the << button to move all phases to the Inactive side
    - Or use < button to move selected phase over to the inactive side
- After moving all phases to the inactive side select the phases needed (can select more than one by using the shift key) then click on > to move those phases to the Assigned Phases side
- Click Save
- Repeat these steps for any other projects in need of adjusting