hh2 User Guide

Remote Payroll Mobile App

For the Field User

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Remote Payroll Capabilities and Benefits

The Remote Payroll module assists with:

- **Precise Hour Logging and Coding:** The hh2 system assists in logging and categorizing every hour of work with precision, providing accurate insights into time allocation for more effective resource management and project planning.

- **Effortless Data Routing:** Seamlessly route time tracking data to all stakeholders, including end users, field supervisors, payroll managers and administrators, in real-time, promoting enhanced collaboration, transparency, and informed decision-making through accessible, relevant time data.

- **Comprehensive Time Entry and Management:** Easily enter, code, submit, route, and import time within the system, effectively managing all facets of time tracking, from data entry to approval workflows. This simplifies time management processes, reducing administrative overhead, and ensuring compliance.

- **Time-Saving Autofill and Copy Functions:** Automate data entry using autofill and copy time functions to significantly speed up the process, reducing repetitive tasks and increasing productivity, thus allowing more focus on critical activities.

- **Customizable Routing and Approval Workflows:** Users can implement customizable routing and approval systems within their organization, empowering them to define approval processes tailored to their unique needs and hierarchical structure. This customization significantly improves efficiency by ensuring that time entries follow the appropriate path for review and authorization, ultimately reducing bottlenecks in the workflow.

The Remote Payroll Module streamlines the time management process for ease and efficiency. Let’s get started!

Users that will Benefit from this User Guide

- Field Employee
- Crew Manager
- Foreman
- Superintendent
- Project Manager
- Other managerial roles in the field
- Office employees required to fill out timecards
- Payroll Managers and Administrators who want to understand how Remote Payroll looks in the field.

Note: A Glossary of Terms is available for in the Manager User Guides. It includes hh2 terminology for all product areas and some general industry language. See your Administrator for a list of terms.

Note: This User Guide is intended to be used alongside the software for maximum comprehension.

Remote Payroll Quick Start Guide

1. Search for hh2 Remote Payroll in the Apple Store or Google Play Store and download either of the mobile applications.
2. Log in.
3. Run a synchronization.
4. Select a Payroll Group.
5. Select the Period End Date.
6. Select either Weekly Timecard or Daily Timecard. This is based upon the construction company's needs. See your Administrator for instructions on which one to choose.
7. If using the Weekly Timecard, find the job and cost code associated with the hours worked. Otherwise, skip to step 10, if using the Daily Timecard.
8. Use the numerical keyboard to enter the number of hours worked in the Pay Type box (for instance regular, overtime, or sick) that is associated with the day of the week, job, and cost code.
9. Select Done.
10. If using Daily Timecard, find the date using < or >. Then find the job and cost code associated with the hours worked.
11. Use the numerical keyboard to enter the number of hours worked in the Pay Type box (regular, overtime, or sick) that is associated with the day of the week, job, and cost code.
12. Select Done.
13. If you are in a position where you approve time, select Approval from the Home Page.
14. Select the employee(s) by which you will approve, or deny time.
15. Review the time.
16. Select Approve next to the employee name, or at the bottom of the page. Denying, Promoting and Reclaiming time work in the same manner. See further details in this guide. **Note:** Approve All, Deny All, Promote All and Reclaim All are options which will apply to all time within the Payroll Group selected.

Guía de Inicio Rápido para la Nómina Remota en Español

1. Busca hh2 Remote Payroll en la App Store de Apple o en la tienda Google Play y descarga cualquiera de las aplicaciones móviles.
2. Inicia sesión.
3. Ejecuta una sincronización.
4. Selecciona un Grupo de Nómina.
5. Selecciona la Fecha de Fin del Período.
6. Selecciona ya sea "Weekly Timecard" (Tarjeta Semanal de Tiempo) o "Daily Timecard" (Tarjeta Diaria de Tiempo). Esto dependerá de las necesidades de la empresa de construcción. Consulta con tu Administrador para recibir instrucciones sobre cuál elegir.
7. Si estás utilizando la "Weekly Timecard", busca el trabajo y el código de costo asociado con las horas trabajadas. De lo contrario, salta al paso 10 si estás utilizando la "Daily Timecard".
8. Usa el teclado numérico para ingresar el número de horas trabajadas en el cuadro de "Pay Type" (tipo de pago), por ejemplo, regular, horas extras o enfermedad, asociado con el día de la semana, trabajo y código de costo.
9. Selecciona "Hecho" (Done).
10. Si estás utilizando la "Daily Timecard", busca la fecha usando < o >. Luego, encuentra el trabajo y el código de costo asociado con las horas trabajadas.
11. Utiliza el teclado numérico para ingresar el número de horas trabajadas en el cuadro de "Pay Type" (pago regular, horas extras o enfermedad) asociado con el día de la semana, trabajo y código de costo.
12. Selecciona "Hecho" (Done).
13. Si estás en una posición donde apruebas el tiempo, selecciona "Aprobación" desde la Página de Inicio.
14. Selecciona al(s) empleado(s) a los que aprobarás o denegarás el tiempo.
15. Revisa el tiempo.
16. Selecciona "Aprobar" junto al nombre del empleado o en la parte inferior de la página. Denegar, Promover y Recuperar el tiempo funcionan de la misma manera. Consulta detalles adicionales en esta guía. **Nota:** "Aprobar Todo", "Denegar Todo", "Promover Todo" y "Recuperar Todo" son opciones que se aplicarán a todo el tiempo dentro del Grupo de Nómina seleccionado.

Overview of the Remote Payroll Mobile Application Process for the Field Employee

Each of the following steps will be covered in detail:

1. Download the Remote Payroll mobile app (one-time event).
2. Log In.
3. Perform a synchronization.
4. Enter time either through the Weekly, Daily or Time Entry View.
5. Sign the timecard (if required).
6. Time Approval or Denial.
7. View Pay Stubs (if the Pay Stubs module is enabled).

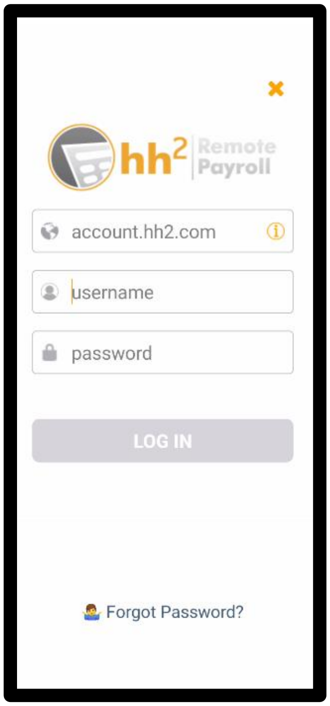
Download the Mobile Application

Download the hh2 Remote Payroll Mobile Application from the Apple Store for iOS, iPhones, and iPads. For Android products download the hh2 Remote Payroll Mobile Application from the Google Play Store.

To Download:

1. Search for hh2 Remote Payroll.
2. Select it.
3. Install.
4. Open the application once the installation process is complete.
5. Log In using the hh2 credentials provided by your Administrator.

Log In



To Log In:

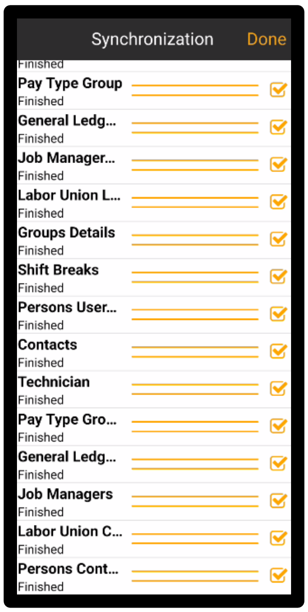
1. Enter the construction company's hh2 account (company identifier). For instance, if the company's identifier is construction.hh2.com, the user would enter construction.
2. Enter the Username.
3. Enter the Password.
4. Select Log In.
5. If there is an error, the system will flag the user stating that either the identifier, username or password is incorrect. **Note:** If the user has forgotten their password, simply click Forgot Password. The user will need to know the account name and email address associated with the account to reset the password.

Synchronization

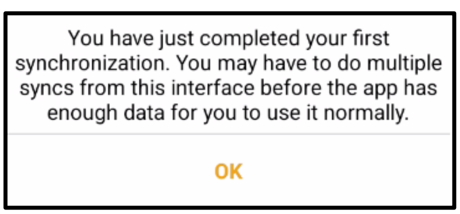
Upon log in, the mobile application will automatically synchronize all the user's accessible data (such as Jobs, Payroll Groups, and employee information). This will occur upon each log in to the hh2 mobile application.

To Complete Synchronization:

1. Once the synchronization is complete, all boxes will be checked.



2. Select Done once all boxes are checked. The following message will display after the very first synchronization:



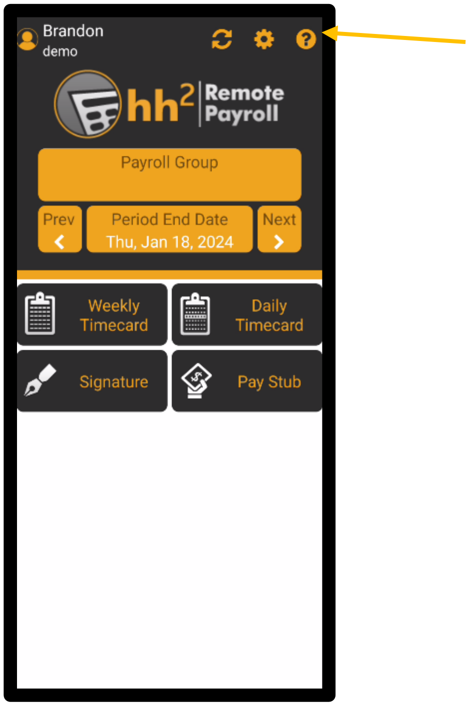
3. Select Ok.

Note: Synchronization occurs automatically. However a manual synchronization may be required to update data on a specific page. See [Page Specific Manual Synchronization]. To update all data accessible to the user, synchronization must occur from Sync Settings. See [Sync Settings].

Note: When changes are made on the hh2 website, the Field user will not see those changes until a synchronization has occurred.

Tools on the Home Page

A variety of tools at the top of the Home Page are available to the user.



The tools at the top of the mobile application page allow the user to:

- View their log in username and account
- Switch users, if applicable
- Add new users (if permitted to do so)
- Perform a manual synchronization
- Access system settings
- Access help information

Note: Throughout the mobile application, the title of the page is often indicated in white, while functions are indicated in color.

Log In Name

The user's log in name is located in the upper left corner next to the User Avatar icon. A photo may be added from the hh2 website.

New Users

If a user wishes to log in under multiple user accounts using the same device, they may do so by using the Add User icon.

To Add a New User:

1. Select the User Avatar icon.
2. Select the Add User icon.
3. Enter the construction company's identifier.
4. Add the Username.
5. Add the Password.
6. Select Log In.

Switch Users

Users may be switched by selecting the User Avatar icon and then selecting the Username and account to log into.

Page Specific Manual Synchronization

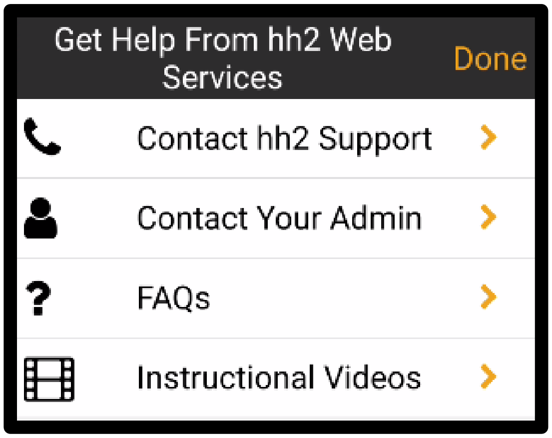
The Synchronization icon can be found throughout the mobile application, and it is used to manually synchronize the mobile application with the hh2 website. **Note:** Synchronization from the Home Page and throughout the application will synchronize data accessible on the current page. For a full synchronization of all data, please see Sync Settings.

To Perform a Manual Synchronization:

1. Select the Synchronization icon.
2. Select Done.

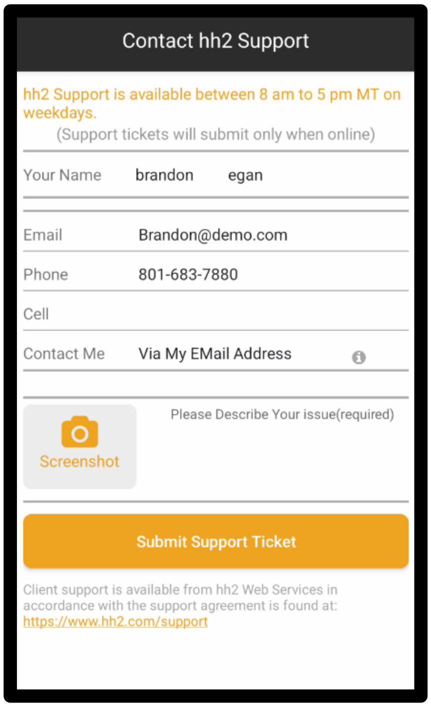
Information

The Info icon provides the user access to hh2 Support, the user's construction company hh2 administrator, FAQs, and Instructional Videos.



To Contact hh2 Support:

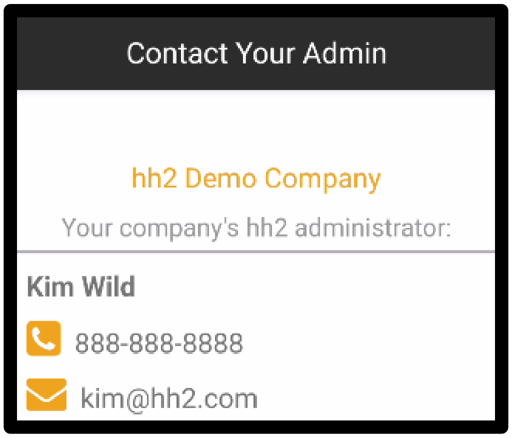
1. Select the Info  icon.



2. Select Contact hh2 Support.
3. Enter Name, Email, Phone and Cell Information.
4. Select a contact method in the Contact Me field (Via my cell, phone, email address).
5. Describe the issue or reason for needing assistance.
6. Take a screenshot of the area in the mobile application where assistance is needed.
7. Select Screen shot and either select Existing Photo (for a single photo) or Batch Import (for more than one photo).
8. Select the photo(s) from the device.
9. Select Submit Support Ticket.
10. The Support Team will reach out as soon as the next representative is available.

To Contact Your Administrator at the Construction Company:

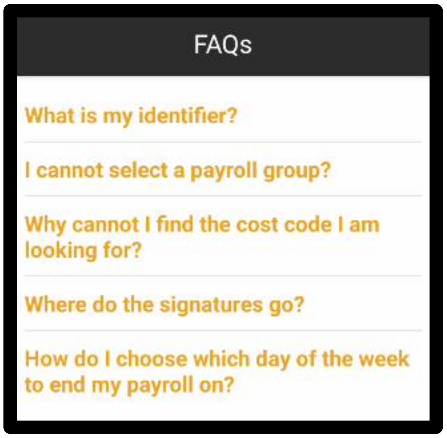
1. Select the Info icon.
2. Select Contact Your Admin.



3. Select the Phone icon to call the administrator.
4. Select the Email icon to start an email to the administrator.

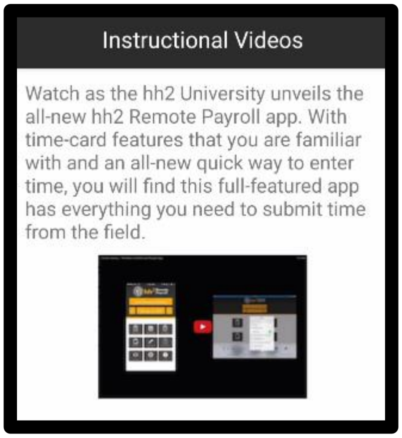
To Access FAQs:

1. Select the Info icon.
2. Select FAQs.
3. Select the specific FAQ for additional information.



To Access Instructional Videos:

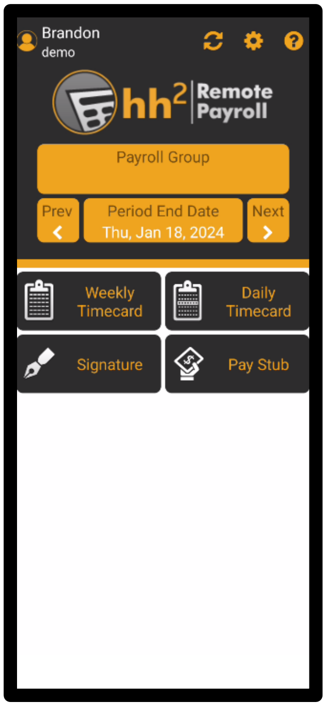
1. Select the Info icon.



2. Select Instructional Videos.
3. Select Play.
4. Select Close.

The Home Page for the Employee

The Remote Payroll Mobile Application is a convenient system used to enter time in the field while on the construction site.



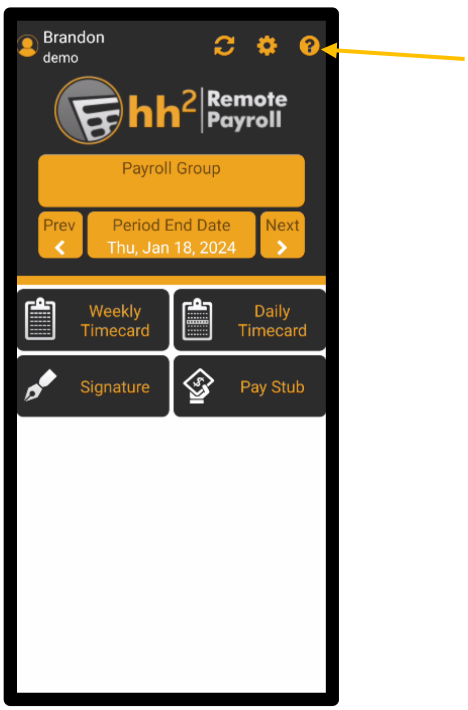
- Based upon the modules purchased and the construction company's needs, the boxes (Weekly Timecard, Daily Timecard, Equipment Revenue, Pay Stubs, and others) that display will vary. The display can also be controlled via the Menu Settings. See Mobile Application System Configuration.
- Each employee will belong to a Payroll Group.
- The current or prior Pay Period End Date displays.
- Previous and Next Pay Periods may be selected using < or >, respectively.
- The user may choose to enter time on a daily or weekly basis.
- The user may sign the timecard using the Signature feature.
- If the hh2 Pay Stubs module is enabled, the user may view Pay Stubs.
- The user may perform synchronizations from the Home Page.
- The user may select a variety of settings from the Home Page.
- The user has access to a variety of help resources from the Home Page, as aforementioned.

Time Entry Using the Weekly View

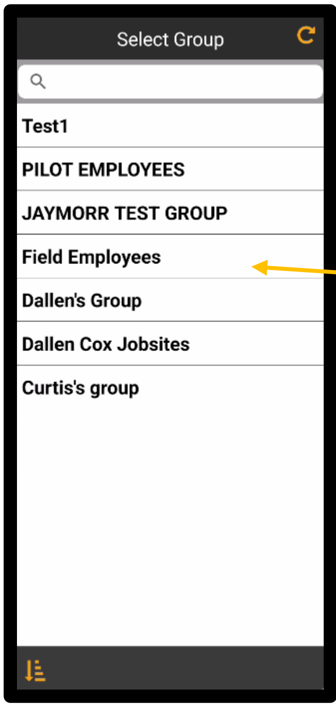
Time may be entered from a Weekly View or a Daily View. This will vary based on the construction company's needs and/or user preference. The user's preference may be selected in the Menu Settings. See Mobile Application System Configuration.

Every employee will belong to a Payroll Group. A Payroll Group refers to a collection of employees who share similar payroll characteristics. For example, all salaried employees may be assigned to one Payroll Group, while another Payroll Group may include all hourly employees.

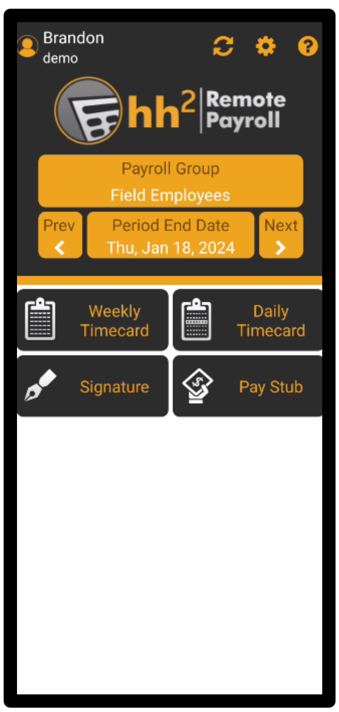
To Enter Time:



1. Select Payroll Group.

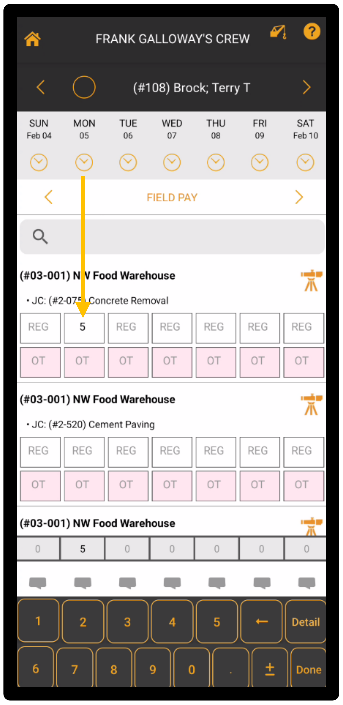


2. Select the group to which the user belongs. Payroll Groups may be sorted by Code or Name using the Sorting icon. If an employee is only assigned to one Payroll Group, the Payroll Group on the Home Page will default to that Payroll Group.



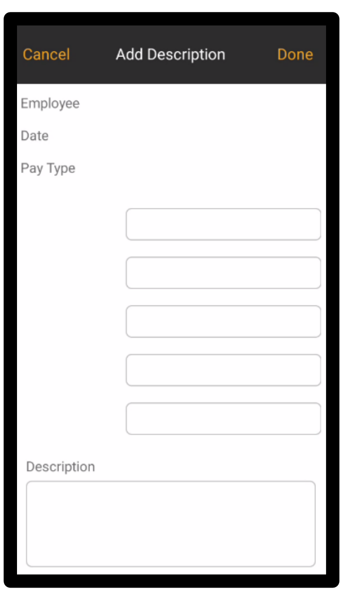
3. Select the Period End Date, or use < or > to search for previous or next pay periods.

4. Select Weekly Timecard.

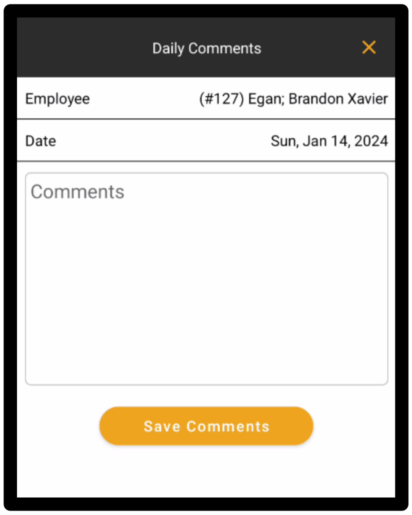


5. Select the box in the column that corresponds to the date above, the appropriate Job and the Pay Type (regular, overtime, sick or others). The user may need to use < or > to find the appropriate Pay Type Group. In this example < and > display next to the Field Pay. In this scenario, the time is entered for Monday, February 5th at the NW Food Warehouse Job and the Pay Type is Regular hours. If the user is new and has never entered time, please see Adding Codes first.

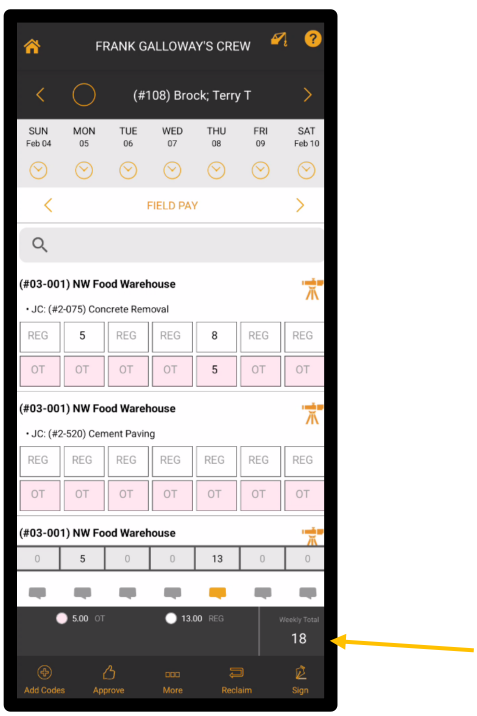
6. Use the numerical keyboard to enter the number of hours. **Note:** ± indicates a positive or negative number and does not add or subtract hours. Use ← to erase numbers. When the Detail button on the numerical keyboard is selected, the user may add a description to the time.



7. If needed, select the Comments  icon (above the numerical keyboard) to write a Daily Comment.



8. Write the comment.
9. Select Save Comments. The Comments icon will then display in color.



10. The daily units (hours in this case) will be displayed beneath the column for each day. Total units (hours in this case) for the week will be displayed by Pay Type and the Weekly Total of units (hours in this case) will also be displayed at the bottom of the page. **Note:** Units may sometimes reflect other measurements, such as miles.

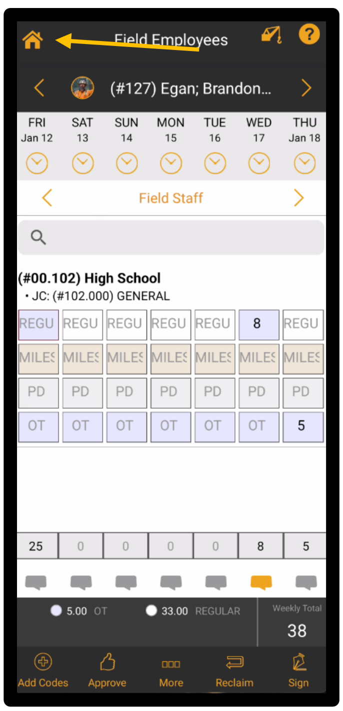
Tools on the Weekly Timecard

There are a number of tools available to the user on the Weekly Timecard.

- Return to the Home Page.
- User Avatar.
- Back and Forward Indicators.
- Marking Attendance (if used).
- Workflow tools such as approving, reclaiming, denying, and promoting time.
- Other tools such as coding, reporting, and filling and clearing time.

Return to the Home Page

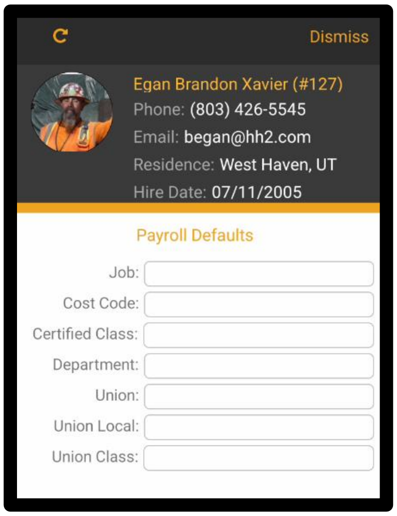
The Home Page icon returns the user to the Remote Payroll Home Page.



User Avatar

The User Avatar feature efficiently stores default information for users, and saves time by automatically loading preset details during data input. This eliminates the need for users to repeatedly enter the same information.

The User Avatar houses the following information:



- Username
- Phone
- Email Address
- Hire Date
- Default Jobs
- Default Cost Codes
- Default Certified Class
- Default Department
- Default Union
- Default Union Local
- Default Union Class

Note: Dismiss is used to return to time entry and the Refresh  icon is used to refresh user data.

Back and Forward Indicators

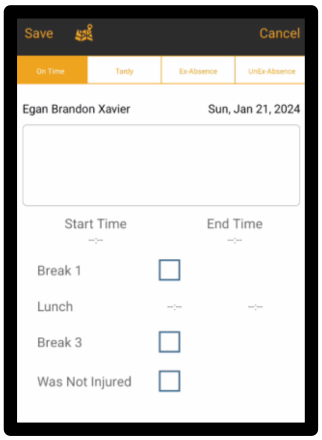
< or > allow the user to move back and forward between employees. This is a feature used by a manager in the field when working with multiple employees. **Note:** In general, when these icons are available within the mobile application, they can be utilized to move back and forward between available data points.

Marking Attendance

The Clock icon allows the user to access a page where attendance such as On-Time, Tardy, Excused Absences and Unexcused Absences can be marked. **Note:** Attendance Settings must be enabled to operate this function.

To Mark Attendance:

1. Select Weekly Timecard from the Home Page.
2. Select the Clock icon for the desired date.



3. Select the attendance presence (On-Time, Tardy, Excused or Unexcused Absence).
4. Make Daily Comments by selecting the Notes box and use the keyboard that displays.
5. Select the line below the Start Time and select the time.

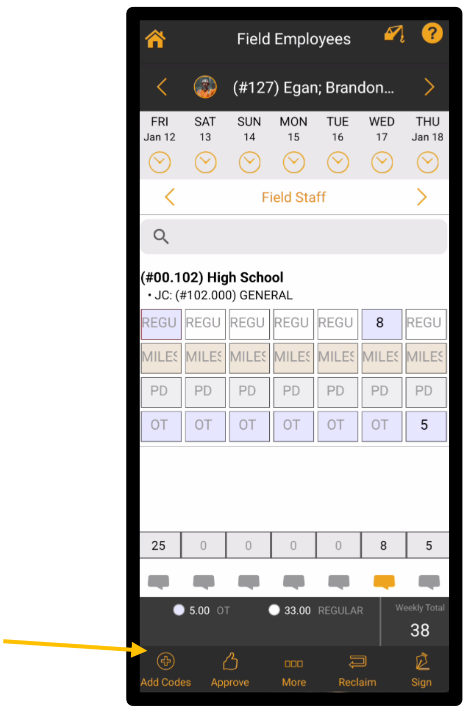
6. Select Done.
7. Select the line below the End Time and select the time.
8. Select Done.
9. Check the box or enter time for any breaks taken during the shift.
10. Select Save.

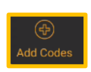
Adding Codes

Time may be coded to Jobs, Cost Codes, and any other coding fields made accessible to the selected Payroll Group (such as Unions, Union Locals, Union Classifications and GL accounts). For convenience, default coding may be applied and/or the user may add codes to timecards.

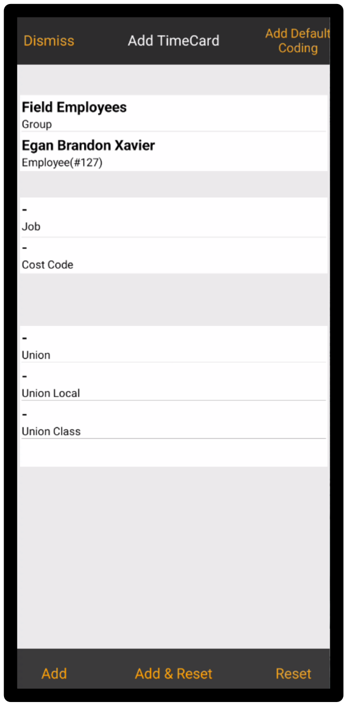
To Add Codes:

Note: If set up, many fields will already populate based on the construction company's needs.



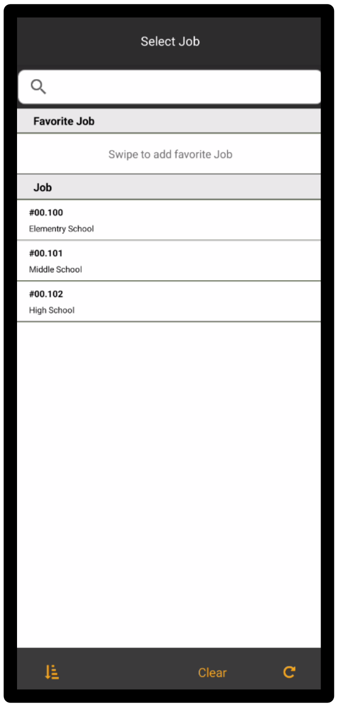
1. Select Weekly Timecard from the Home Page.
2. Select the Add Codes 

icon from the Weekly Timecard .



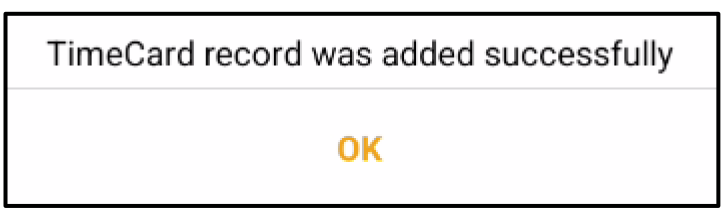
Note: Each field on the Add Timecard Page will have an associated Master List from which to select the appropriate data.

3. Select the Group field on the Add Codes to Timecard Page and select the appropriate Payroll Group from the Payroll Group Master List that follows.
4. Select the Job field from the Add Codes to Timecard Page and then the appropriate Job from the Select Job Page (the Job Master List) that follows.



5. Select the Cost Code field from the Add Codes to Timecard Page and then the appropriate Cost Code from the Select Cost Code Page that follows. **Note:** Cost Codes may be sorted by Code or Name using the Sorting icon.
6. Select Done.
7. Repeat this process for any additional coding fields, as needed.
8. Select Add on the Add Codes to Timecard Page.

Note: Add & Reset will add the coding and reset the page for rekeying coding. Reset will clear the coding. Dismiss will exit the user from the Add Timecard Page.



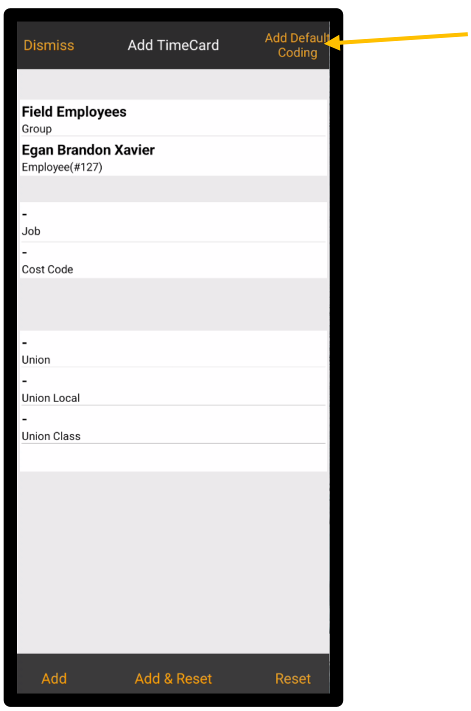
9. Select Ok.
10. The new coding displays on the Weekly Timecard as a new line item to code time against.

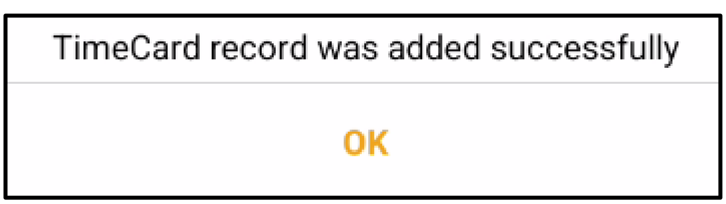
To Add Default Coding:

Default coding is a coding line with no codes besides the Pay Type and Units. In other words, no Job or Cost Code are selected. Permissions must be granted to the user for Default Coding via the Payroll Group configuration on the hh2 website.

1. Select Weekly Timecard from the Home Page.
2. Select the Payroll Group.
3. Select the Employee
4. Select the Add Codes 

icon from the bottom of the Weekly Timecard.
5. Select Add Default Coding on the Add Timecard Page.





6. Select OK.
7. Once Default Coding is added to the time sheet, the user may enter the appropriate number of hours.

Understanding Timecard Statuses

Once time is entered in the hh2 system, it "moves" through an Approval Path. This path may include the employee, a field supervisor, crew manager, or foreman and then the time ultimately goes to the construction company's Payroll Manager.

The Approval Path is customized and is set up to meet each construction company's needs. Approval Paths are set up by level and user role. For example, an employee entering time could be at Level 1, their supervisor would then be at Level 2 and the Payroll Manager at Level 3.

In order for time to "move" through the Approval Path, individuals at lower levels must first approve time, to move it to the next level.

Time may be:

- **Approved:** Indicates the individual at the current level agrees with the timecard information and passes it to the next individual (user role) in the Approval Path.
- **Ready:** Indicates time is ready for approval by the current user in the Approval Path.
- **Denied:** Indicates the individual at the current level disagrees with the timecard information and passes it back to the individual at the level below for reevaluation.
- **Promoted:** Indicates time is skipped to higher level in the Approval Path. This may be used when an individual is on vacation and time must be moved along so it does not bottleneck the process.
- **Reclaimed:** Indicates time has been brought back to the user's level after approving it. This is used in instances where time or coding needs to be corrected. The Reclaim function can only be used up until the point in which individuals (user/job roles) directly above have not yet approved the time.

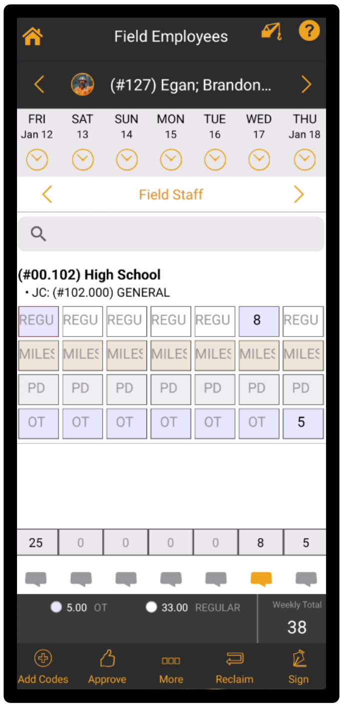
Timecard Approval

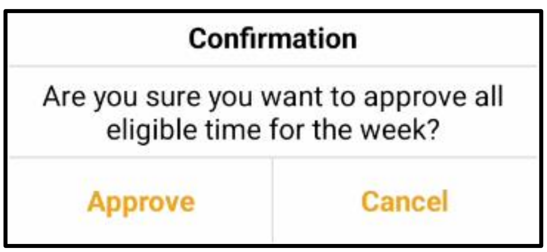
If employees are in the construction company’s Approval Path, they will need to approve their time before it moves along the Approval Path to potentially their Field Supervisor, or even the Payroll Manager.

To Approve Time:

1. From the Weekly Timecard View, select the Approve 

icon.

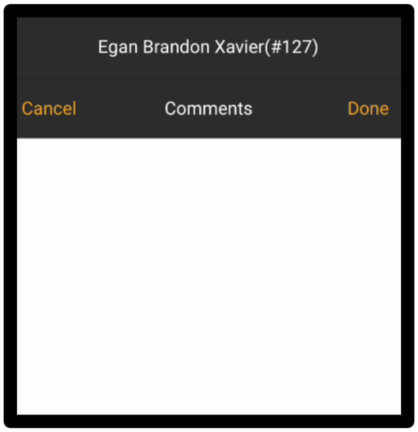




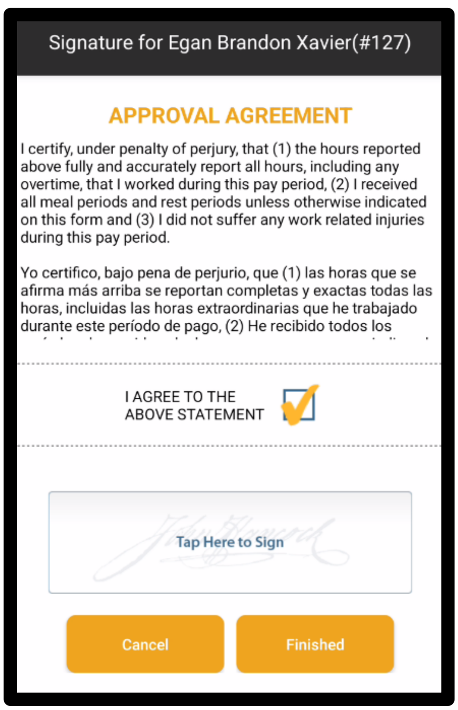
2. Select Approve to approve the time and move it to the next level in the Approval Path. Otherwise, select Cancel.

3. Review the totals. If totals are correct, select Next. This will take the user to the Approval Agreement. Skip steps 4-5, if the totals are correct.

4. If the totals are incorrect, uncheck the box below. Make a comment on the Comments Page, then select Done.

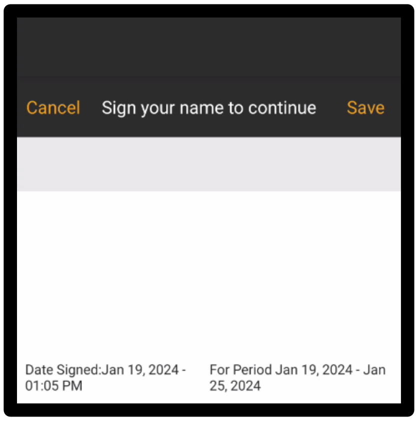


5. Then select Next on the Pay Totals Page.



6. Read the Approval Agreement.

7. Tap the Tap Here to Sign box to be brought to the Sign Your Name to Continue Page. Otherwise, select Cancel. If Finished is selected, the user will be prompted to sign.



8. Sign.
9. Select Save.
10. Select Finished. Once approved, time will be grayed out on the timecard, and the user will not be able to modify any approved time. To modify time, the time must be Reclaimed.

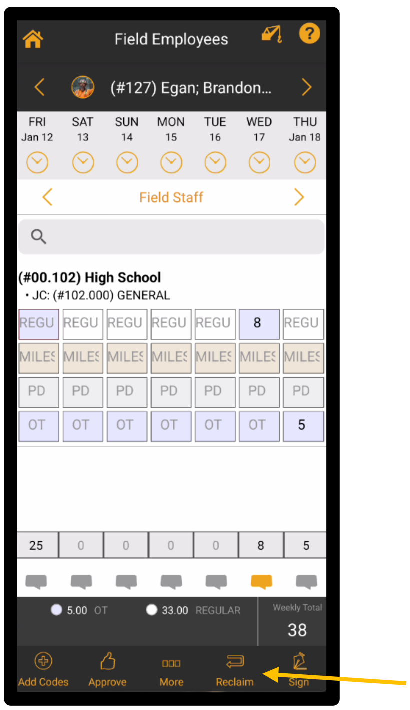
To Reclaim Time that has been Approved

If time was accidentally approved, or changes are required, the time can be reclaimed to the approver. **Note:** This can only occur if the time has not yet been approved by the level directly above the user.

To Reclaim Approved Time:

1. From the Weekly Timecard View, select the Reclaim 

icon.
2. Time will be moved back to the approver. It will no longer be grayed out and can now be modified.



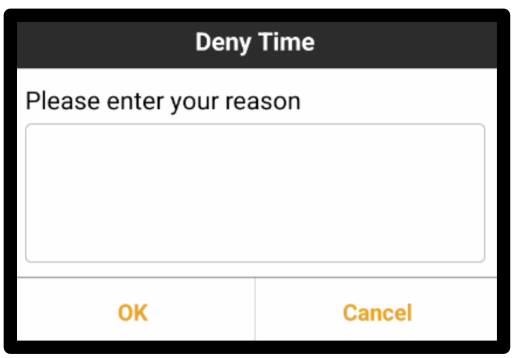
To Deny Time

Time may also be denied. This feature is typically used by individuals in approval levels above the employee. This feature allows users in the Approval Path to Deny time. When time is denied, it will be sent to the level below the user denying the time.

To Deny Time:

1. From the Weekly Timecard View, select More…

2. Select Deny.
3. Enter the reason for denial.



4. Select OK. Otherwise select Cancel.

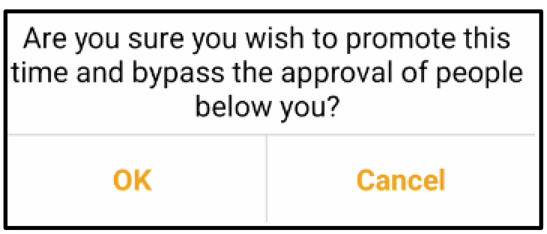
To Promote Time

Time may be promoted past the levels below the approver. This feature is typically utilized when an individual is not available for approval. For example, if an employee is on vacation and the supervisor needs to approve the employee's time, the promote feature will bring the employee's time to levels above the employee in the Approval Path. **Note:** Once time has been promoted, it can no longer be modified or approved by any prior approval levels.

To Promote Time:

1. From the Weekly Timecard View, select More…

2. Select Promote.
3. A confirmation message will display.

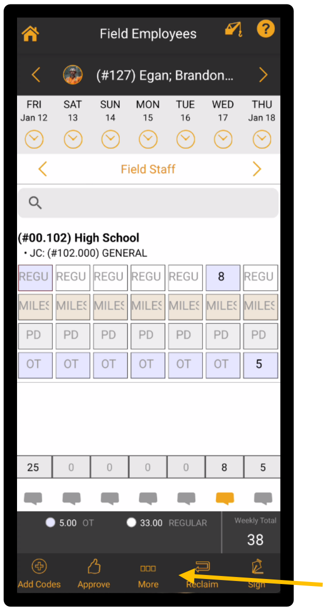


4. Select OK to promote time. Otherwise select Cancel. This will bypass the approval of people below the logged in user.

Other Tools on the Weekly Timecard

There are a number of other tools the user may utilize from the Weekly Timecard.

1. Select More… from the Weekly Timecard.



From More…the user can:

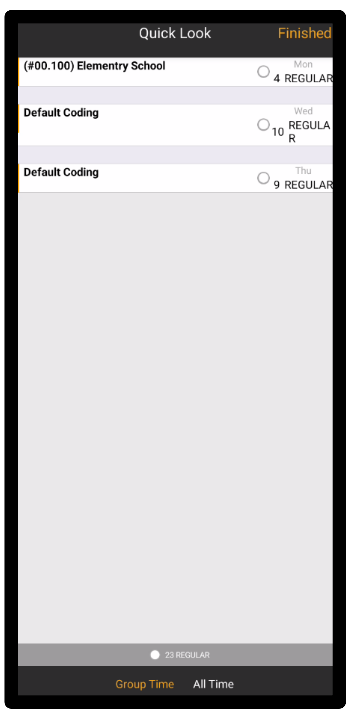
- View all employee time entered across multiple Payroll Groups.
- Create PDFs to view, print or email.
- Create Excel spreadsheets.
- Clear Time.
- Auto-Fill Time.
- Move Time to previous or following pay periods.
- Promote time to the next level in the Approval Path.
- Clear Coding.
- Deny time.

To View Time:

The Quick Look feature (View Time) allows the user to view the employee's time for the selected Payroll Group (Group Time) or across multiple Payroll Groups (All Time) in a summary format.

1. From the Weekly Timecard View, select More…

2. Select View Time.
3. Toggle between Group Time to view time by coding or All Time to view time by day. An example of Group Time is displayed here:



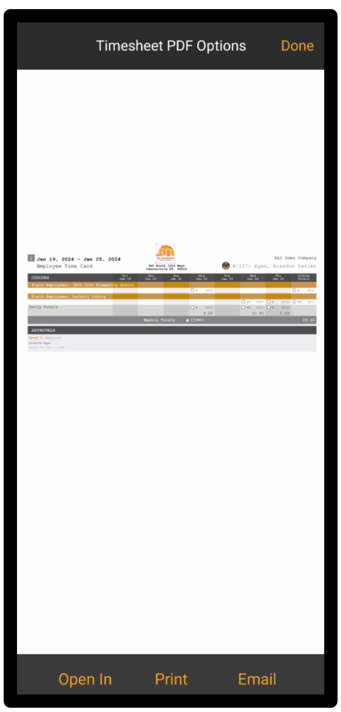
4. Select Finished when done.

To Create a PDF:

This feature allows the user to create a PDF, by employee, for the current Pay Period. Additionally, the report can be opened in a variety of formats (for instance, Word, OneDrive, Adobe, and others). The report can be emailed and printed.

1. From the Weekly Timecard View, select More…

2. Select PDF and the report is automatically created.
3. Select Open In to open the report in other formats. Select Print to print the report and select Email to email the report.



4. Select Done when complete.

To Create an Excel Spreadsheet:

This feature lets the user create an Excel Spreadsheet report that may be opened in a various format, emailed, or printed.

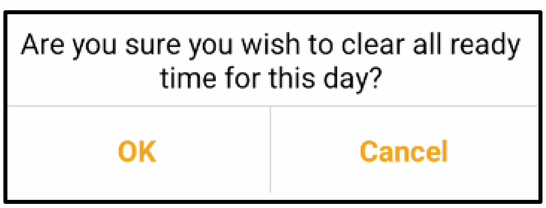
1. From the Weekly Timecard View, select More…

2. Select Excel.
3. The report generates automatically.

To Clear Time:

The Clear Time feature will clear time all unapproved time entered on the timecard. **Note:** This feature will only clear time currently at the user's level of approval.

1. From the Weekly Timecard View, select More…
2. Select Clear Time.
3. A confirmation message will be displayed.

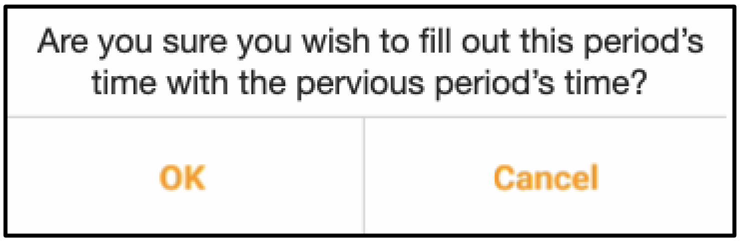


4. Select OK to clear any time entered for the day. Otherwise, select Cancel.

To Auto-Fill Time:

The Auto-Fill Time feature will fill the timecard for the pay period with time entered for a previous pay period. This handy feature is used for rapid time entry.

1. From the Weekly Timecard View, select More…
2. Select Auto-Fill Time.
3. A confirmation message will be displayed.



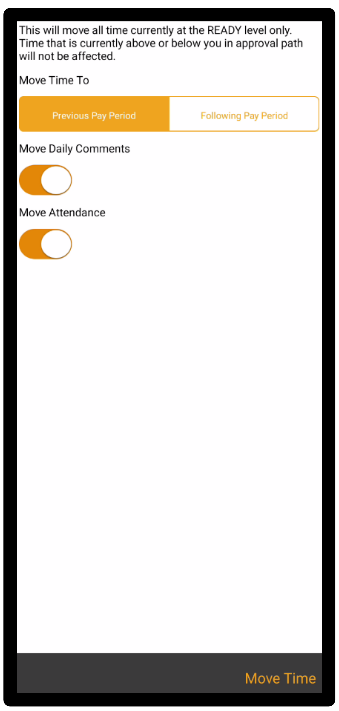
4. Select OK to fill out this pay period's time with time entered for the previous pay period. Otherwise select Cancel.

To Move Time:

The Move Time feature allows the user to move time (and Daily Comments and Attendance, if applicable) to a Previous Pay Period or to the Following Pay Period. **Note:** This will move only time that is at the READY level, meaning time that is unapproved and at the current level. Time at levels above or below the current level will not be moved.

1. From the Weekly Timecard View, select More…

2. Select Move Time.



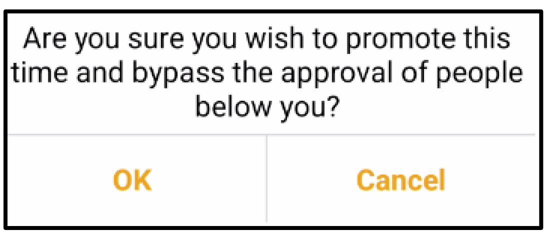
3. Select Move Time to either Previous Pay Period or Following Pay Period.
4. Select Move Daily Comment with a toggle to the right to move comments.
5. Select Move Attendance with a toggle to the right to move attendance.
6. Select Move Time.

To Promote Time:

Time may be promoted or skipped to another level in the Approval Path. This may be used when an individual is on vacation and time must be moved along so it does not get bottlenecked in the process. **Note:** This is the same functionality previously noted in the Understanding Timecard Statuses section of this document.

1. From the Weekly Timecard View, select More…

2. Select Promote.
3. A confirmation message will be displayed.



4. Select OK to promote time. Otherwise select Cancel. This will bypass the approval of people below the logged in user.

To Clear Codes:

This feature will delete all codes without time from the timecard.

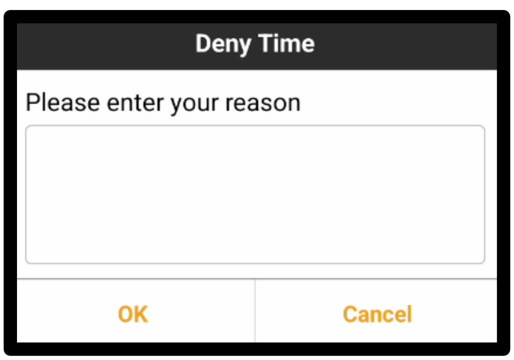
1. From the Weekly Timecard View, select More…
2. Select Clear Codes.

3. Select OK to delete all empty coding lines. Otherwise, select Cancel.

To Deny Time:

This feature allows users in the Approval Path to Deny time. When time is denied, it will be sent to the level below the user denying the time. **Note:** This is the same functionality previously noted in the Understanding Timecard Statuses section of this document.

1. From the Weekly Timecard View, select More…
2. Select Deny.



3. Enter the reason for denial.
4. Select OK. Otherwise select Cancel.

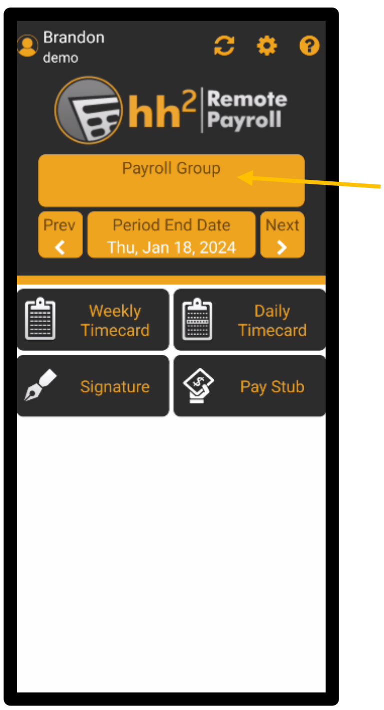
Time Entry Using the Daily View

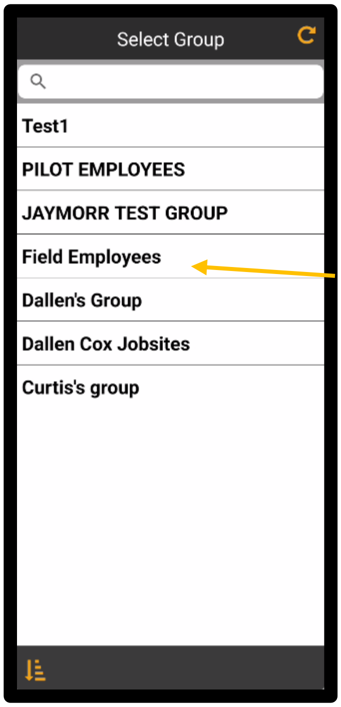
Time may be entered from a Weekly View or a Daily View. The Daily View only displays time for the current day. The use of Weekly or Daily time will vary based on the construction company's needs and/or user preference. The user's preference may be selected in the Menu Settings. See Mobile Application System Configuration.

Like Weekly Timecard view, every employee will belong to a Payroll Group. A Payroll Group refers to a collection of employees who share similar payroll characteristics. For example, all salaried employees may be assigned to one Payroll Group, while another Payroll Group may include all hourly employees.

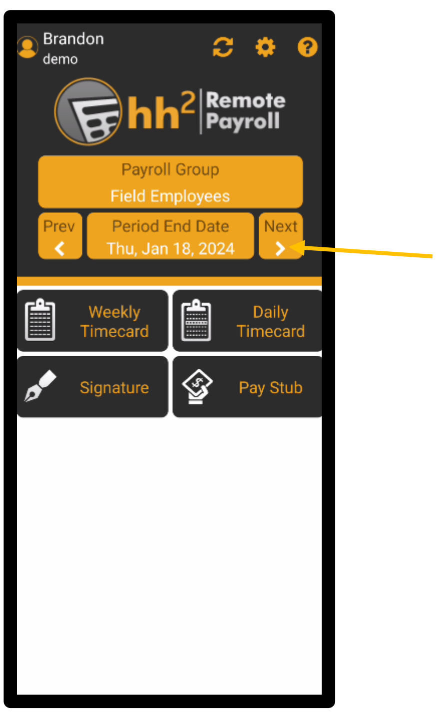
To Enter Time:

1. Select Payroll Group. This may be pre-populated.



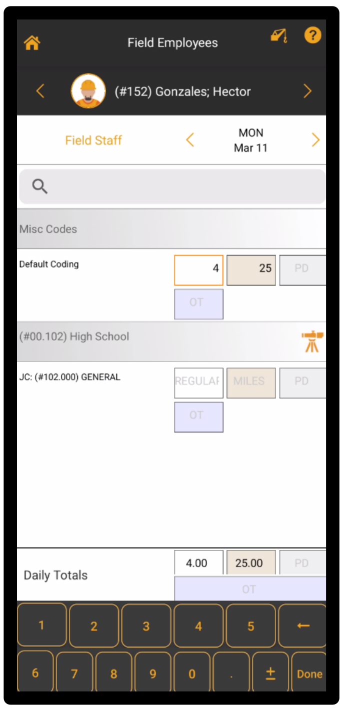


2. If not pre-populated, select the group to which the user belongs. Payroll Groups may be sorted by Code or Name using the Sorting icon. If an employee is only assigned to only one Payroll Group, the Payroll Group on the Home Page will default to that Payroll Group.



3. Select the Period End Date. Use < or > to search for previous or next pay periods.

4. Select Daily Timecard.
5. Select the Pay Type Group, if not already populated. In the example below, Field Staff.
6. Select the day using < or >.
7. Enter units (time in this case) in the appropriate Pay Type box using the numerical keyboard. For instance, enter overtime in the overtime box, regular time in the regular time box and so forth. **Note:** Each construction company will select the Pay Types used according to their preference.



8. Select Done.
9. Daily and Weekly totals will be displayed at the bottom.

Tools on the Daily View

All the same tools that are available on the Weekly View are also available on the Daily View. Those tools include:

- Returning to the Home Page
- The User Avatar
- Back and Forward Indicators
- Adding Codes
- Comments
- Marking Attendance
- Approving, Promoting, Denying and Reclaiming Time
- Viewing Time
- Creating PDF and Excel Spreadsheet reports
- Auto-Filling Time
- Moving Time
- Clearing Codes
- Signing Time

The key difference is that when utilizing these features and functions with Daily View, the time managed is for a single day. Therefore, the confirmation messages will reference Daily time versus Weekly time. This is particularly true for the following features:

- < and > indicators are used to move to the previous or next day.
- Approving, Promoting, Denying and Reclaiming time will be for the selected day only.
- Signing the selected days' time.

For further information on the functionality of these features, please see:

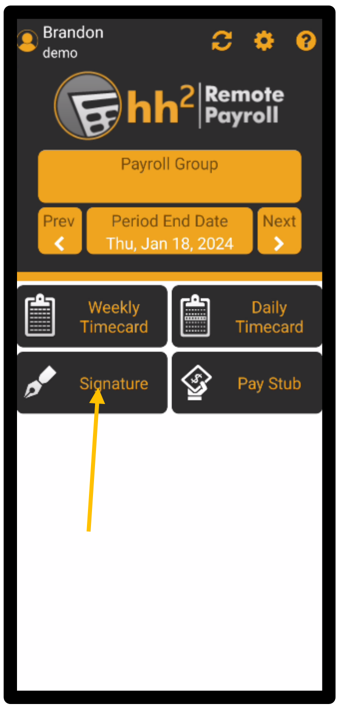
Tools on the Weekly Timecard.

Other Tools on the Weekly Timecard.

Timecard Signature

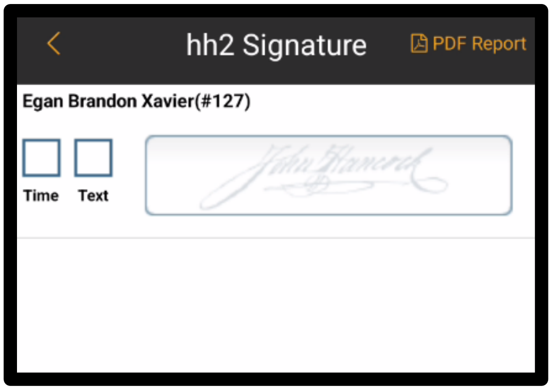
Signatures may be added to timecards from the timecard itself (Weekly and Daily view) and from the Signature Menu from the Home Page. **Note:** It is recommended that signatures are added only after all time has been entered and approved by the employee.

Timecard Signatures From the Signature Menu from the Home Page



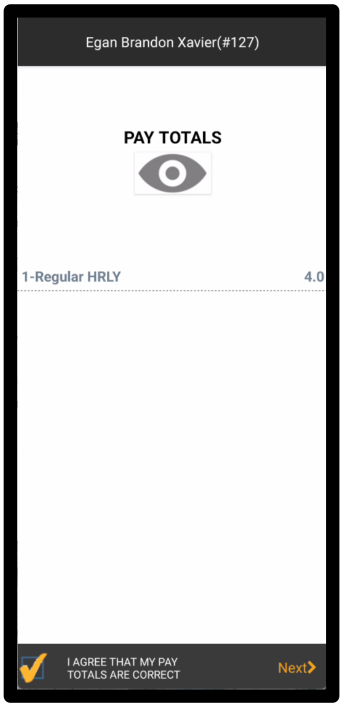
To Add a Signature from the Signature Menu on the Home Page:

1. Select Signature from the Home Page.

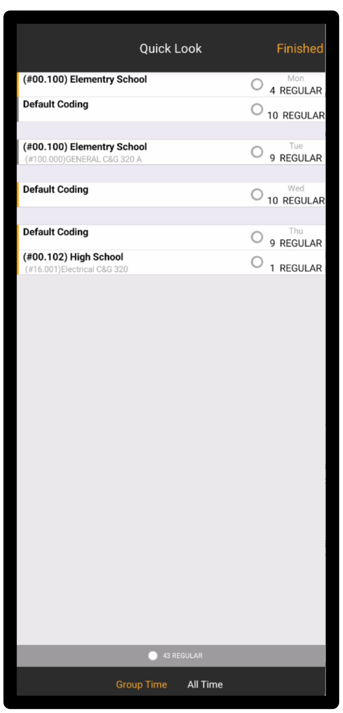


2. Once selected, individuals in a supervisory role may use this page (above) to view all signatures for employees that are a part of the selected Payroll Group to determine who still needs to provide a required timecard signature. If the supervisor is on the job site, they can have the employee agree on their time and sign at the job site. Likewise, a PDF report, which lists employees who have a missing signature, may be generated by selecting PDF Report. The report may be opened, printed, or emailed. Select Done when finished with the PDF Report. **Note:** The Time and Text boxes shown above are not checked here. They will be automatically checked after the signature process is completed. If not in a supervisory role, only the employee's name will be displayed.

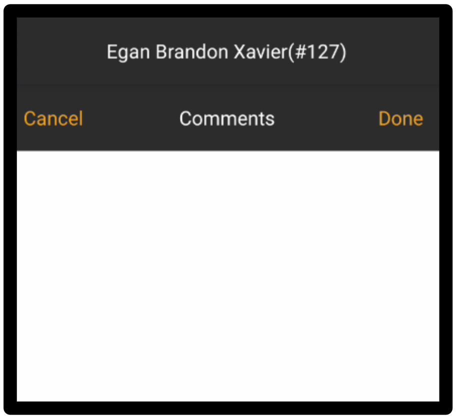
3. Select the signature box (John Hancock).



4. Review the time totals here in summary format on the Pay Totals Page. In this example 4 hours of Regular HRLY time is displayed. Alternatively, review the time in a more detailed format by selecting the Quick Look  icon. The user can toggle between Group Time to view time grouped by coding for the selected Payroll Group, or All Time to view all time entered for the employee across multiple Payroll Groups from the Quick Look Page. Select Finished to return to the Pay Totals Page when complete.

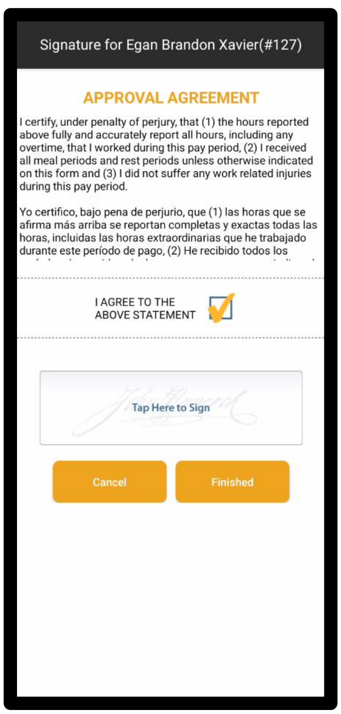


5. If the user does not agree that the pay totals are correct, uncheck the I Agree That My Pay Totals Are Correct box at the bottom left of the Pay Totals Page, and enter comments on the Comments Page that follows. Then select Done. When the Administrator reviews the signatures on the hh2 website, they will see the related comments.



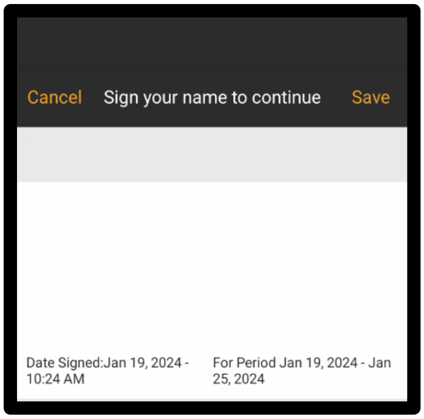
6. If the user agrees with the time totals, check I Agree That My Pay Totals Are Correct at the bottom left of the Pay Totals Page.

7. Select Next.

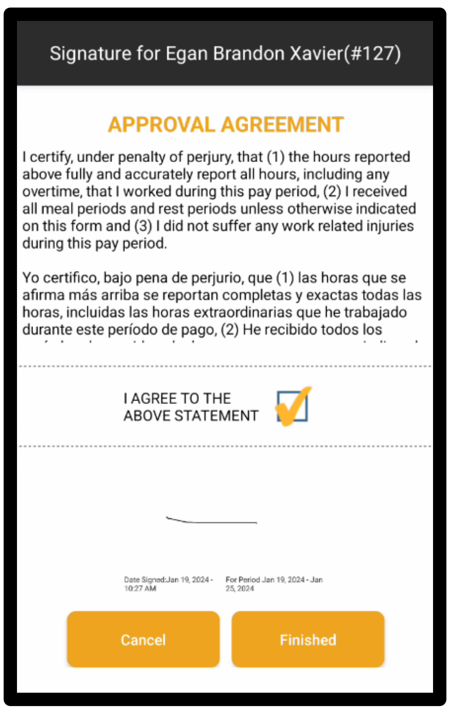


8. Read the Approval Agreement.

9. Tap the Tap Here to Sign Box.



10. Sign the Agreement.
11. Select Save.



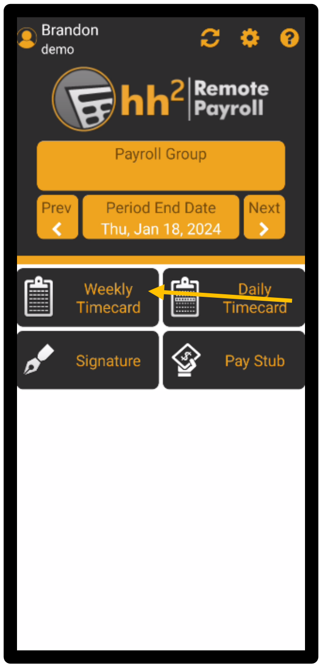
12. Notice, the signature is date and time stamped.
13. Select Finished. Or select Cancel to exit and remove the signature.

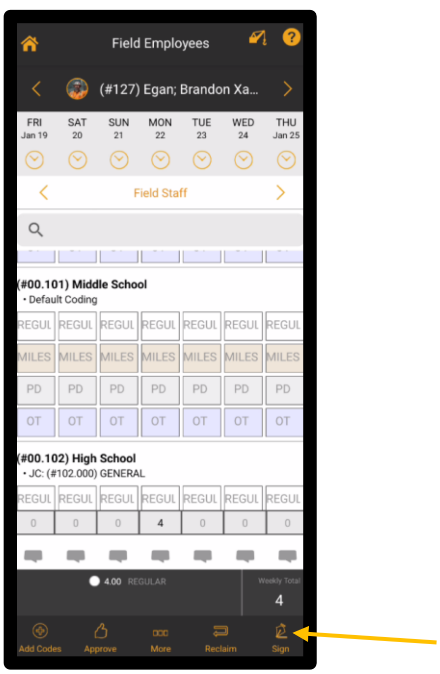
Note: Timecard Signatures not only may be added from the Home Page, but also from the Weekly and Daily Timecards.

Timecard Signatures from the Weekly Timecard

To Add a Signature from the Weekly View:

1. Select Weekly Timecard.



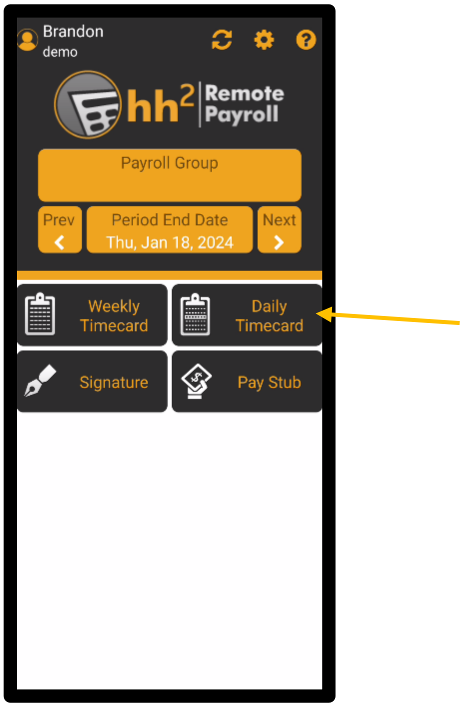


2. Select the Signature  icon from the bottom of the Weekly Timecard.

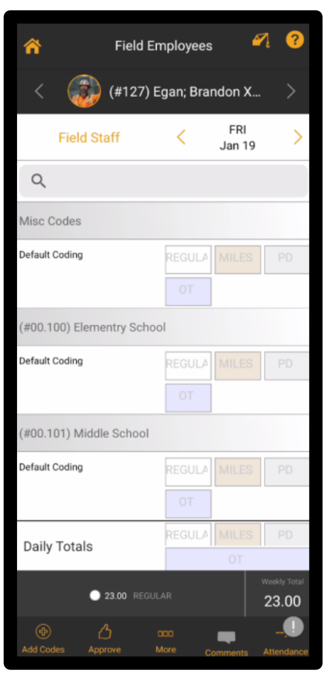
3. Follow steps 4-13 from To Add a Signature from Signature Menu from the Home Page.

Timecard Signatures from the Daily View

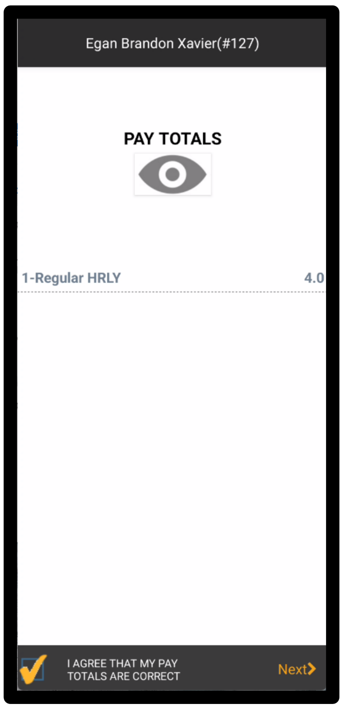
To Add a Signature from the Daily View:



1. Select the Daily Timecard.
2. Select More at the bottom of the Daily View Page.



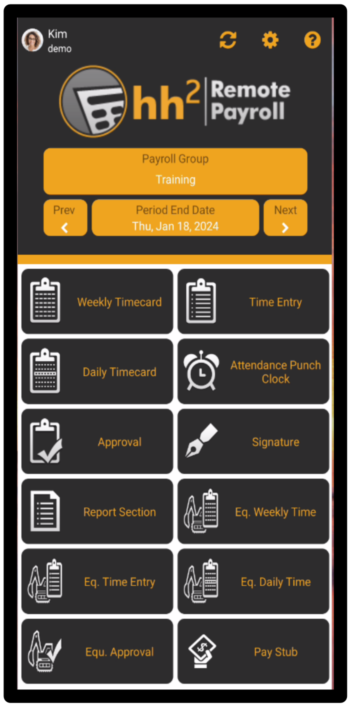
3. Select Sign.



4. Follow steps 4-13 from [To Add a Signature from Signature Menu from the Home Page].

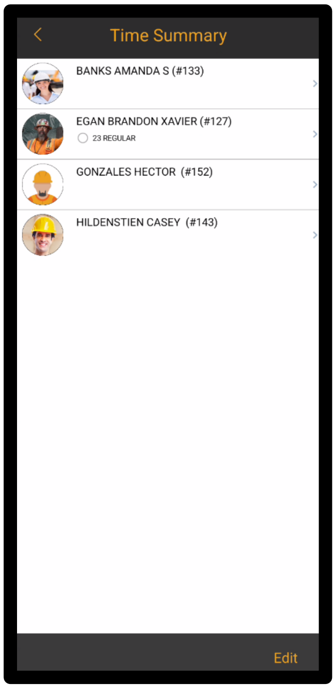
Time Entry

The Time Entry Page provides an alternative method for entering time, and is displayed in a list view. Time may be viewed, synchronized, added, edited, and copied from one employee to others. This feature is enabled via the Menu Settings. The Time Entry function can be made available to both employes and those in a supervisory role.



To View Time from Time Entry:

1. Select Time Entry from the Home Page.

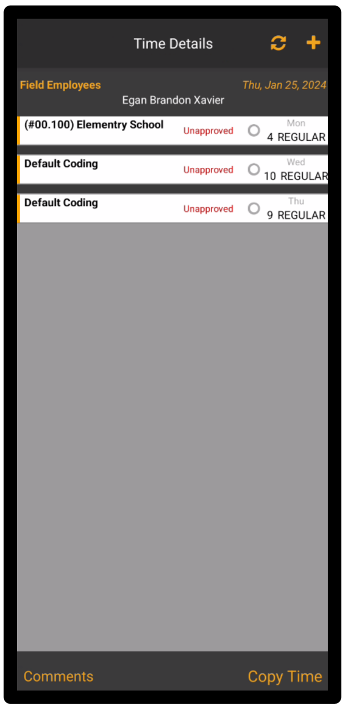


2. Select a specific employee from the Time Summary Page.

3. The employee's time is listed and grouped by coding and date. Synchronization, adding time, making comments, and copying time can occur from the Time Details Page.

To Synchronize Time from Time Entry:

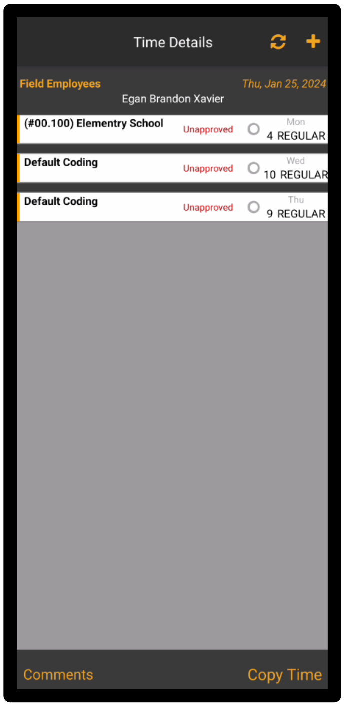
1. Select Time Entry from the Home Page.
2. Select an employee.



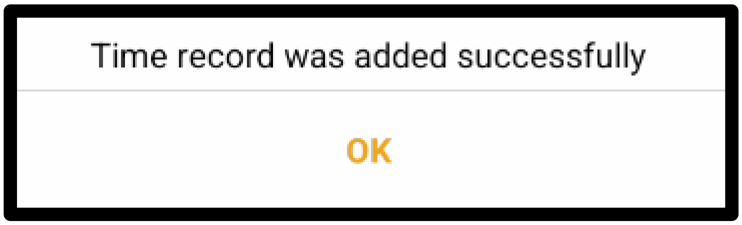
3. Select the Synchronization  icon from the Time Details Page.

To Add Time from Time Entry:

1. Select Time Entry from the Home Page.



2. Select a specific employee.
3. Select the Add  icon.
4. Select the Date.
5. Select Next.
6. Select the Pay Type.
7. Select the number of Units (hours)for the Pay Type.
8. Select Accept.
9. Select the Job.
10. Select the Cost Code.
11. Select Next if additional coding is needed, such as unions, GL accounts or departments. Otherwise, select Finished on the last list available to choose coding.
12. Select Add.



13. Select Ok.

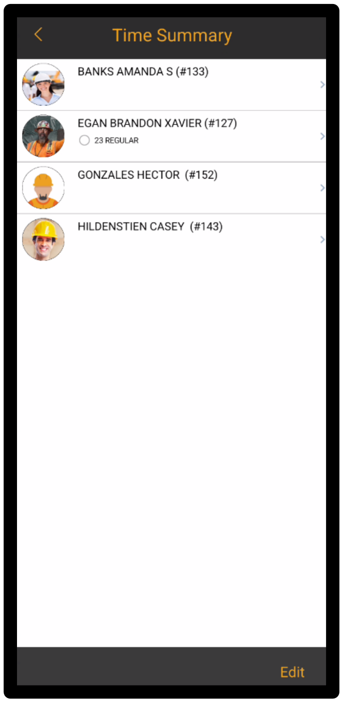
14. Select Back to return to the Time Detail Page.

Note: Time may be added using the Wizard. The Wizard walks the user through the steps just mentioned if settings are not set to automatically run the Wizard.

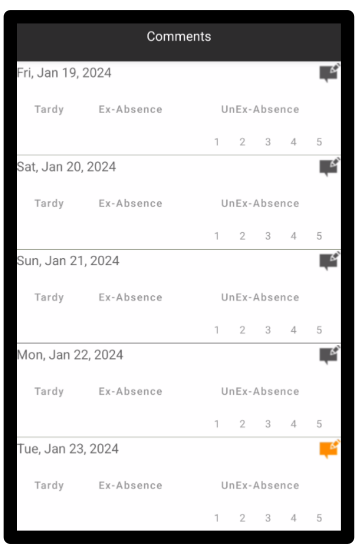
Note: Add will simply add the time to the timecard. Add & Reset will add the time and reset all coding. Reset will reset the coding without adding the time to the timecard.

To Add Daily Comments from Time Entry:

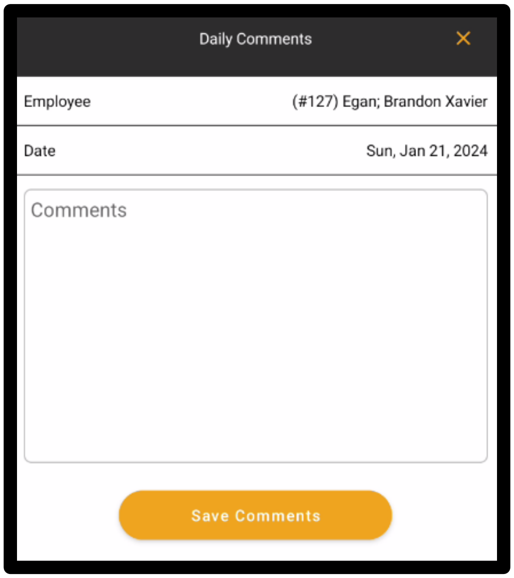
1. Select Time Entry from the Home Page.



2. Select the employee by which to make comments.
3. Select Comments at the bottom of the Time Details Page.



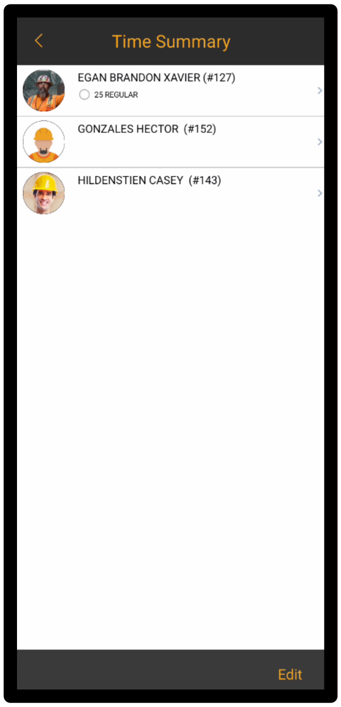
4. Select the Edit Comments icon.



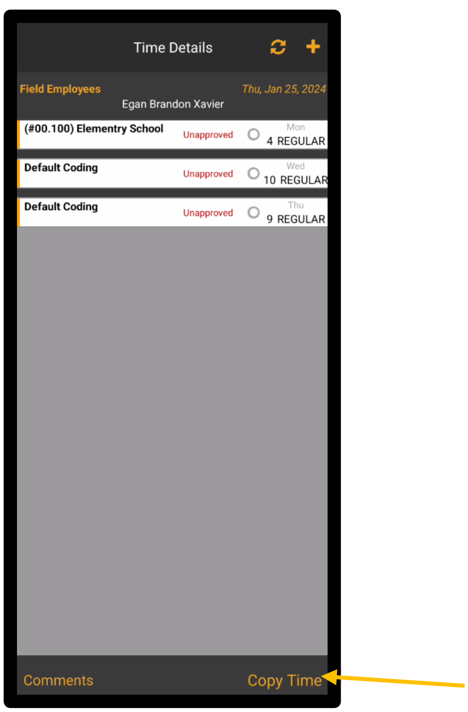
5. Enter Comments.
6. Select Save Comments.
7. The Comment indicator will now display in color to indicate there is a comment.

To Copy Time from One Employee to Others:

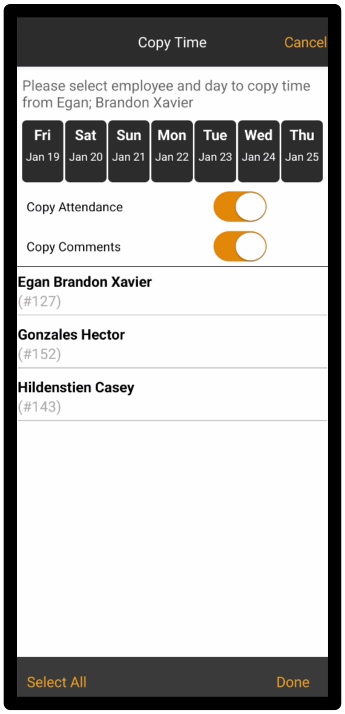
1. Select Time Entry from the Home Page.



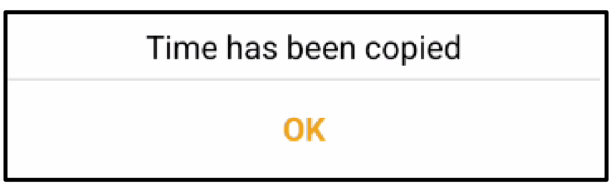
2. Select a specific employee from the Time Summary Page.



3. Select Copy Time.



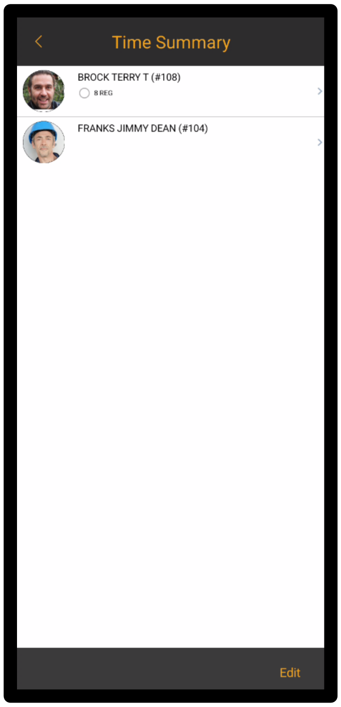
4. Select the Date(s) of the time to be copied.
5. Select Copy Attendance to copy attendance.
6. Select Copy Comments to copy Daily Comments.
7. Select the Employee(s) to which the time should be copied to. Select All is an option.
8. Select Done.



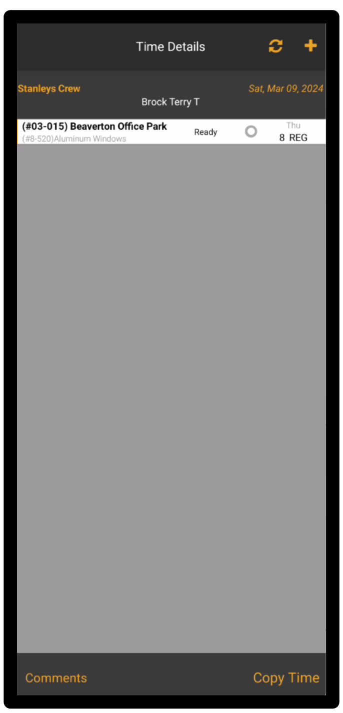
9. Select OK.

To Edit Time:

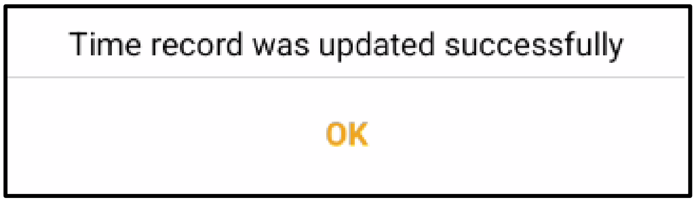
1. Select Time Entry from the Home Page. **Note:** Edit at the bottom of the Time Summary Page is used for adding and removing employees from Payroll Groups.



2. Select a specific employee.



3. Click on the coding line to modify.
4. Make the necessary modifications.
5. Select Save.

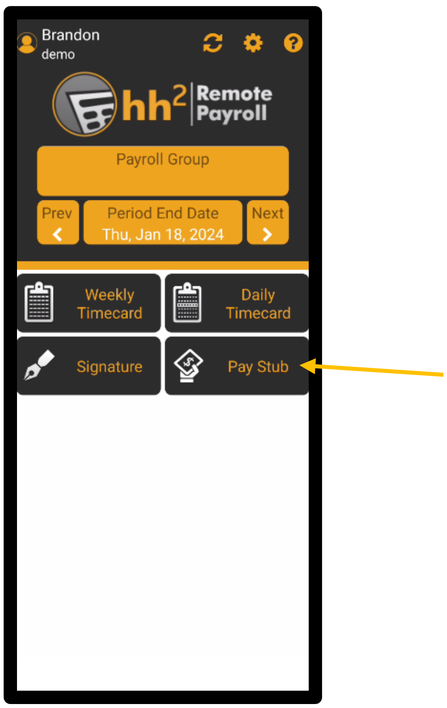


6. Select OK.

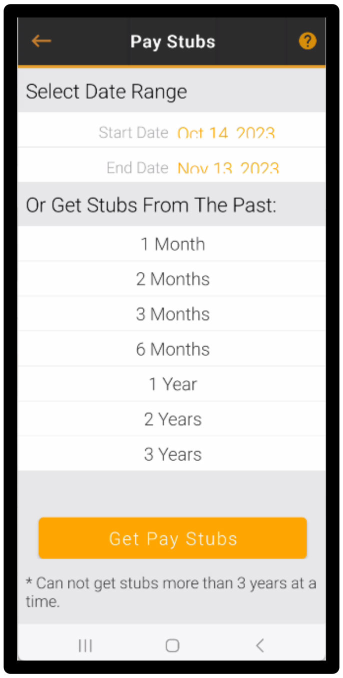
Paystubs

If the Pay Stubs module is enabled, Pay Stubs will display on the Remote Payroll Home Page of the mobile application. This feature allows employees to view pay stub information. **Note:** From the mobile application employees may only view their own pay stub, regardless of Security Group permissions (meaning supervisors and others may not view another's pay stub).

To View Pay Stubs:

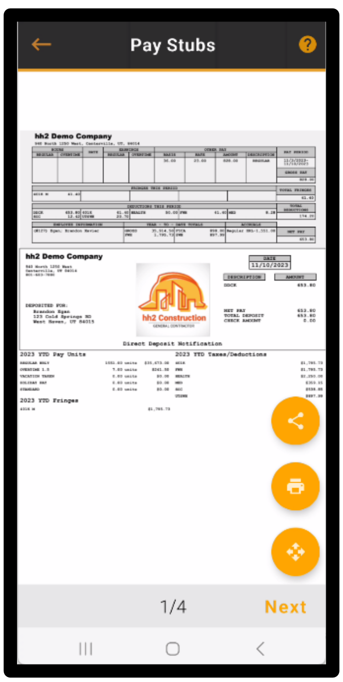


1. Select Pay Stubs from the Home Page.



2. Select a Date Range or select a time period from Get Stubs From the Past section.

3. Select Get Pay Stubs.

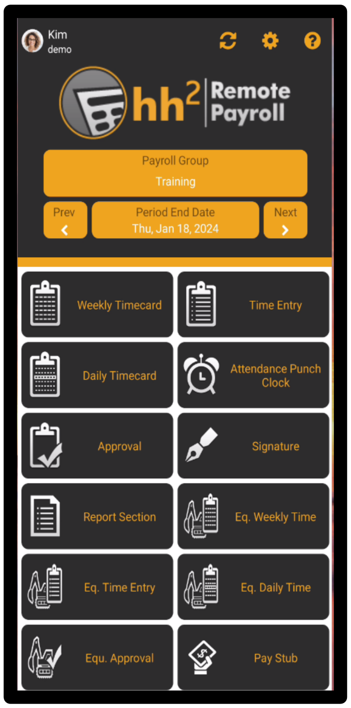


4. The Pay Stub displays along with the ability to share, print, or open it in other applications.

5. Previous and Next allow the user to view different Pay Stubs.

The Remote Payroll Mobile Application for Field Supervisory Roles

The Field Supervisor (such as a Crew Manager, Field Supervisor, Superintendent, Project Manager, Crew Manager, and those in other managerial roles in the field) may have a different display on the Home Page, along with access to additional features of the Remote Payroll mobile application than other employees. Based upon the features selected and purchased in the Menu Settings, the Home Page will vary.



The Field Supervisor (or equivalent role) will also need to complete the following actions:

1. Download the mobile app (one time event). See Download the Mobile Application.
2. Log In. See Log In.
3. Synchronization. See Synchronization.

Weekly Timecard

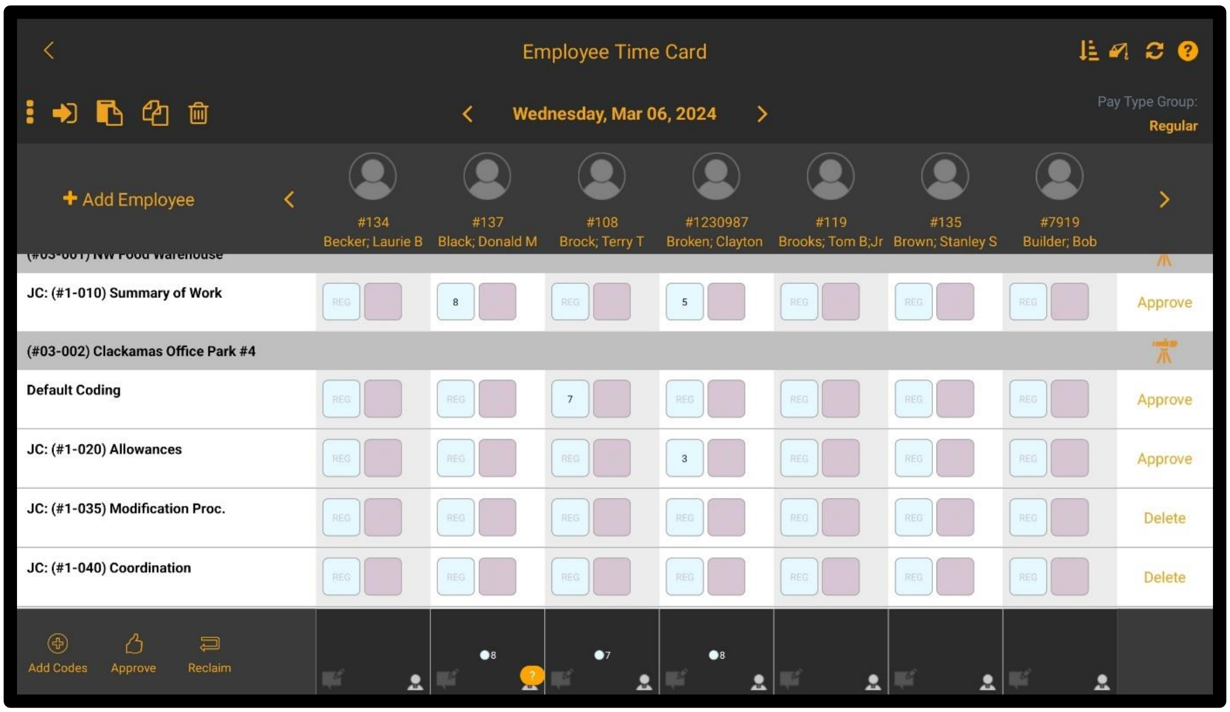
The Weekly Timecard feature functions for those in field supervisory roles just like it does for the field employee. See Time Entry Using the Weekly View.

Daily Timecard

The Daily Timecard feature functions for those in field supervisory roles just like it does for the field employee. See Time Entry Using the Daily View.

Daily Timecard View from a Tablet

However, Daily View enables managers to conveniently monitor the daily time of up to seven employees simultaneously on a tablet for efficient time management.



Time Entry

The Time Entry Page provides an alternative means for entering time. It displays in a list view. Time may be viewed, synchronized, added, edited, and copied from one employee to others. This feature can be enabled in the Menu Settings. It is the same function available to employees in the field. See Time Entry.

Time Approval

The Time Approval feature enables field supervisors to conveniently approve, deny, promote, or reclaim time for individual employees or for all employees in a Payroll Group, directly from their mobile phones. **Note:** These functions may also be performed from both the Weekly and Daily Timecard. Additionally, supervisors may view time and Daily Comments. Supervisors can also contact the employee by phone from Approval. Time Approval may be enabled from the Menu Settings.

Understand Timecard Statuses

Once time is entered in the hh2 system, it "moves" through an Approval Path. This path may include the employee, a field supervisor, crew manager, or foreman and then the time ultimately goes to the construction company's Payroll Manager.

The Approval Path is customized and is set up to meet each construction company's needs. Approval Paths are set up by level and user/job role. For example, an employee entering time could be at Level 1, their supervisor would then be at Level 2 and the Payroll Manager at Level 3.

In order for time to "move" through the Approval Path, individuals at lower levels must first approve time, to move it to the next level.

Time may be:

- **Approved:** Indicates the individual at the current level agrees with the timecard information and passes it to the next individual (user/job role) in the Approval Path.

- **Ready:** Indicates time is ready for approval by the current user in the Approval Path.

- **Denied:** Indicates the individual at the current level disagrees with the timecard information and passes it back to the individual at the level below for reevaluation.

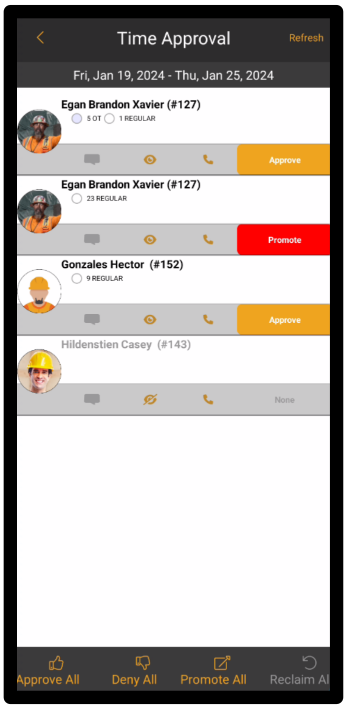
- **Promoted:** Indicates time is skipped to another level in the Approval Path. This may be used when an individual is on vacation and time must be moved along so it does not bottleneck the process.

- **Reclaimed:** Indicates time has been brought back the user's level after approving it. This is used in instances where time or coding needs to be corrected. The Reclaim function can only be used up until the point in which individuals (user/job roles) above have not yet approved the time.

Approving Time

To Approve Time for One or More Employees:

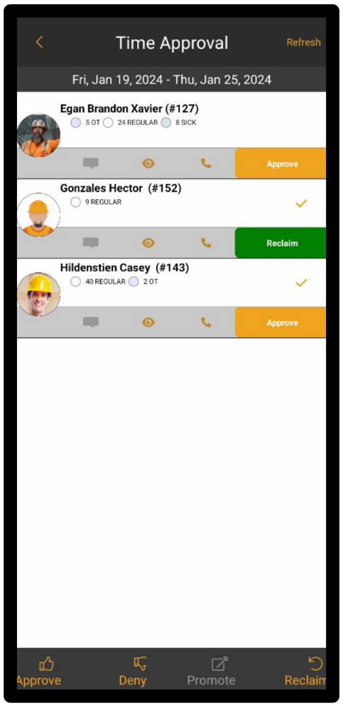
1. Select Approval from the Home Page.
2. If time is at the user's level and is ready for approval, it will be indicated by the Approve the Approve icon.



3. Select the Approve Approve icon next to the employee's name.

An Alternative Method for Time Approval for One or More Employees:

1. Select Approval from the Home Page.



2. Select the employee(s). When selecting the employee, a check will be displayed near the employee name. Approve (versus Approve All) will now be displayed at the bottom of the page. Select Approve at the bottom of the page. Any employee with a check next to their name will have their time approved.

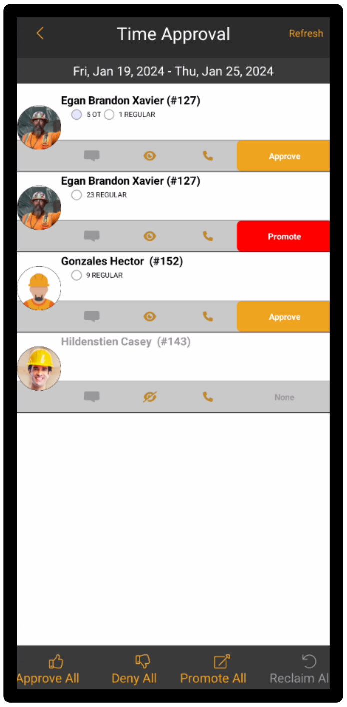
3. Select OK.

4. The time will move to the next level in the Approval Path. The status will change to Reclaim and will be indicated by the Reclaim 

icon.

To Approve Time for All Employees (within a Payroll Group):

1. Select Approval from the Home Page.



2. Select Approve All at the bottom of the Time Approval Page.

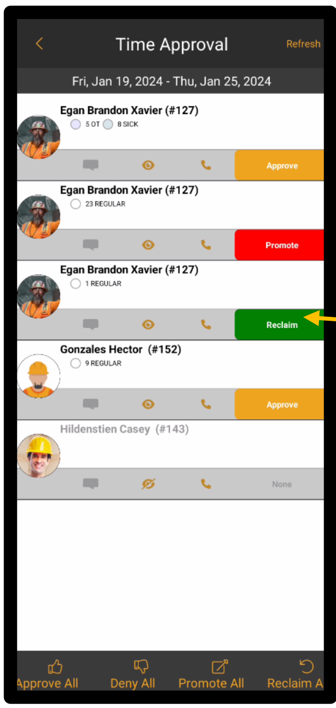
3. Select OK.
4. All time for all employees waiting on approval will be approved.

Reclaiming Time

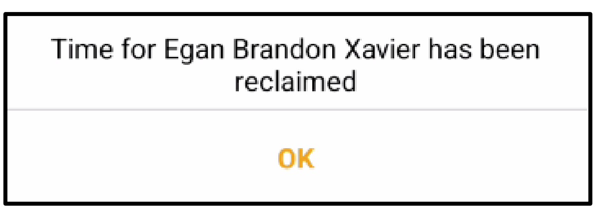
Reclaiming Time is used to bring time back to the approver's level. It is typically used when time or coding need correction. **Note:** Time may not be Reclaimed if the individual at the next level in the Approval Path has approved the time.

To Reclaim Time for One or More Employees:

1. Select Approval from the Home Page.
2. Select the Reclaim  icon next to the employee's name.



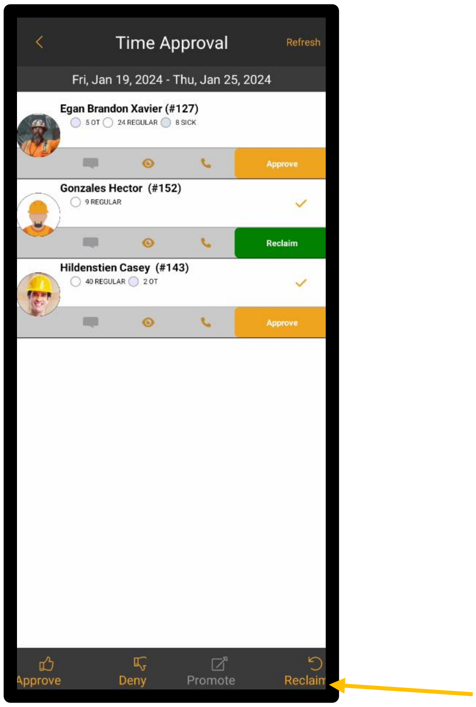
3. Select OK.



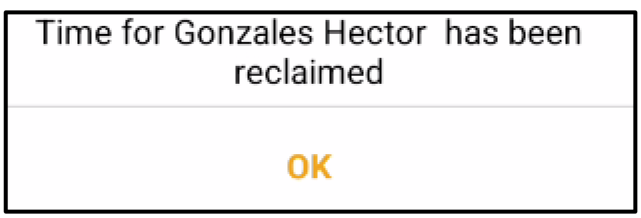
4. Time will return to the Approve status.

An Alternative Method for Reclaiming Time for One or More Employees:

1. Select Approval from the Home Page.



2. Select the employee(s). When selecting the employee, a check will be displayed. Reclaim (versus Reclaim All) will now be displayed at the bottom of the page. Select Reclaim at the bottom of the page. Any employee with a check next to their name will have their time reclaimed.



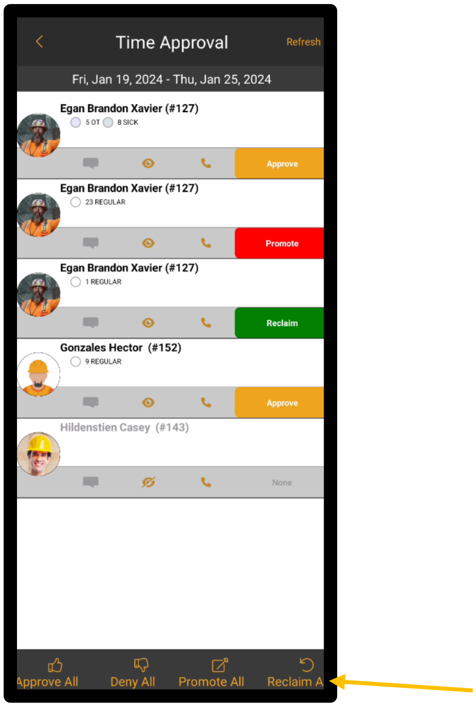
3. Select OK.

4. The status will change to Approve and will be indicated by the Approve 

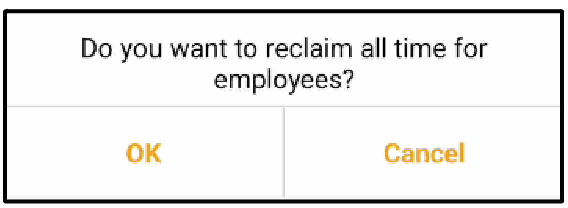
icon.

To Reclaim Time for All Employees (within a Payroll Group):

1. Select Approval from the Home Page.



2. Select Reclaim All at the bottom of the Time Approval Page.



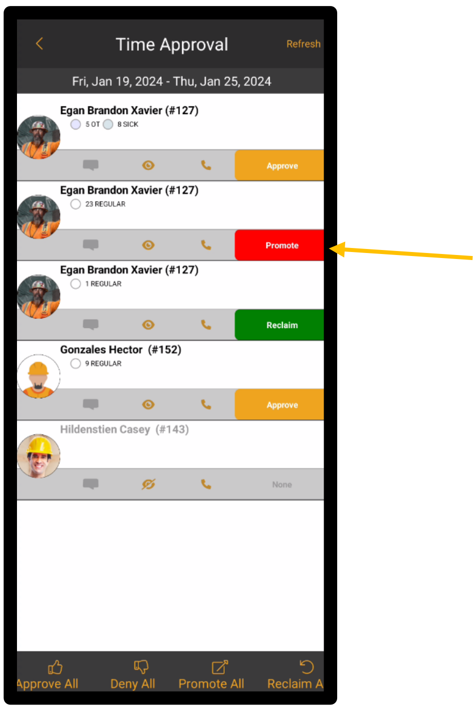
3. Select OK.

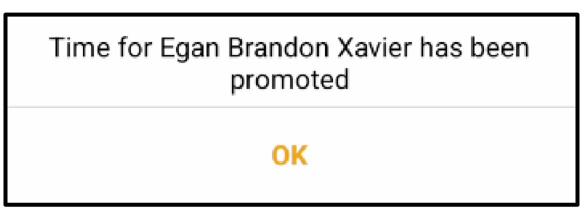
Promoting Time

To Promote Time for One or More Employees:

This will promote time from a lower level in the Approval Path to the user's level. **Use Case:** An employee is on vacation and has not yet approved time. Instead of waiting for this time to be approved, the user may promote it.

1. Select Approval from the Home Page.
2. Select the employee or employees.
3. Select Promote next to the employee's name.

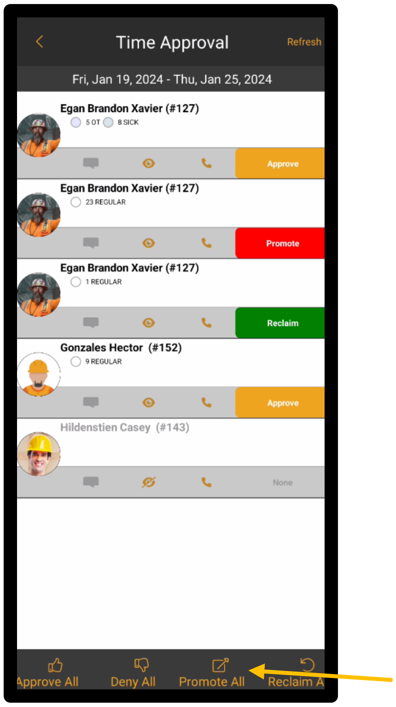




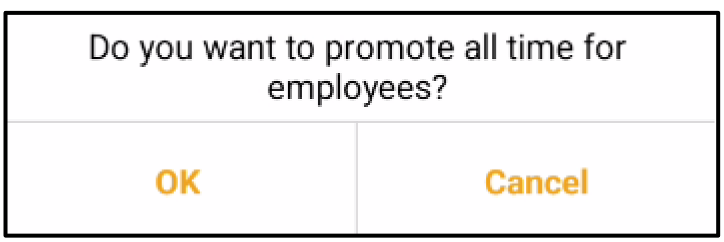
4. Select OK.
5. The time will switch to an Approved status at the user's level and is ready for approval by the individual's in the Approval Path.

An Alternative Method for Promoting Time for One or More Employees:

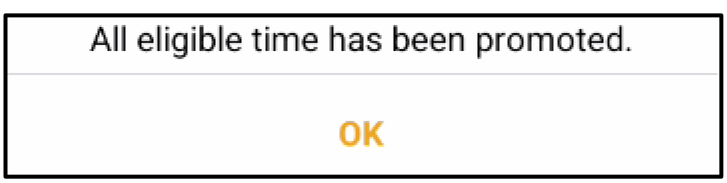
1. Select Approval from the Home Page.



2. Select the employee(s). When selecting the employee, a check will be displayed. Promote (versus Promote All) will now be displayed at the bottom of the page. Select Promote at the bottom of the page. Any employee with a check next to their name will have their time promoted.



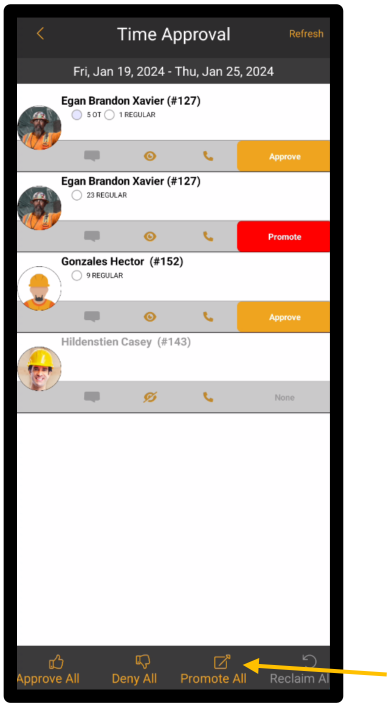
3. Select OK.



4. Select OK and the status will change to Approve and will be indicated by the Approve  icon.

To Promote Time for All Employees (within a Payroll Group):

1. Select Approval from the Home Page.



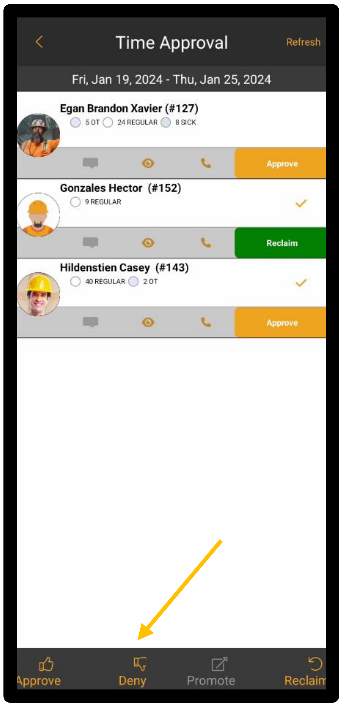
2. Select Promote All at the bottom of the Time Approval Page.

Denying Time

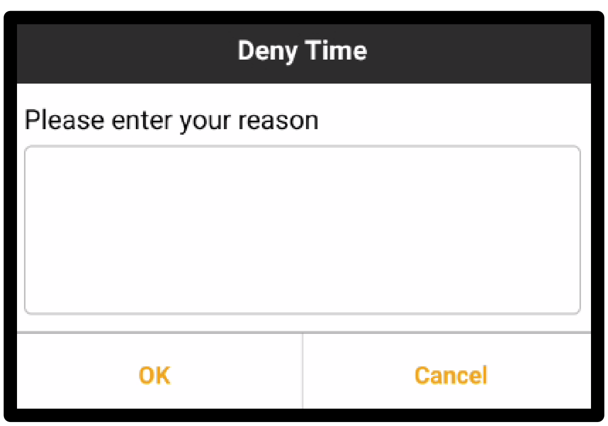
Employee time may be denied.

To Deny Time for One or More Employees:

1. Select Approval from the Home Page.



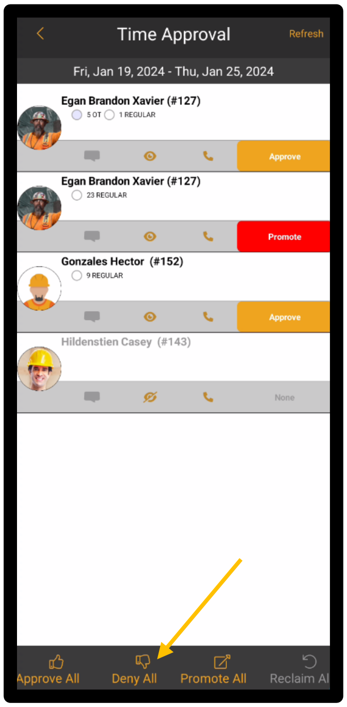
2. Select the employee(s) to which time will be denied.
3. Deny All at the bottom of the page will change to Deny.
4. Select Deny.



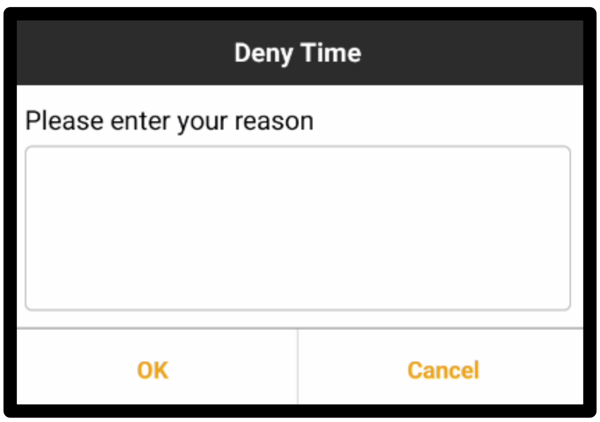
5. Enter a reason for denial and select OK.

Deny for All Employees (within a Payroll Group):

1. Select Approval from the Home Page.



2. Select Deny All at the bottom of the Time Approval Page.



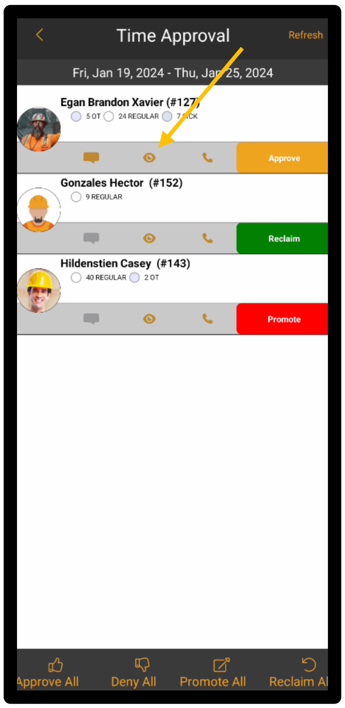
3. Enter a reason.
4. Select OK.

Daily Comments

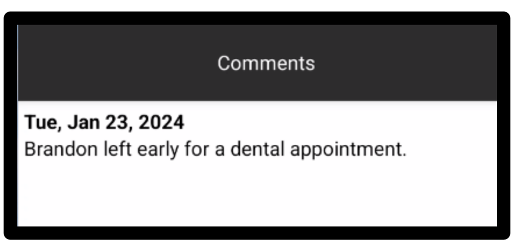
Field Supervisors may view Daily Comments on the employee timecard. When a Daily Comment is present, the Daily Comments  icon will be displayed in color.

To View a Daily Comment:

1. Select Approval from the Home Page.



2. Select the Daily Comments  icon.

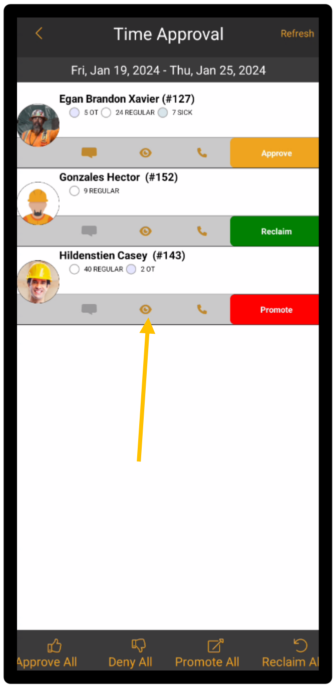


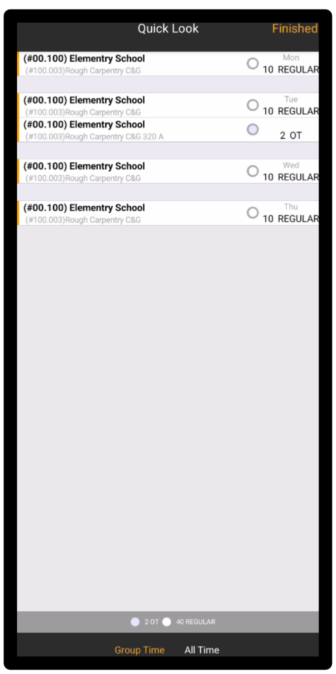
Quick Look

An employee's time may be reviewed in detail using the Quick Look  icon.

To Take a Quick Look at Time:

1. Select Approval from the Home Page.
2. Select the Quick Look  icon.



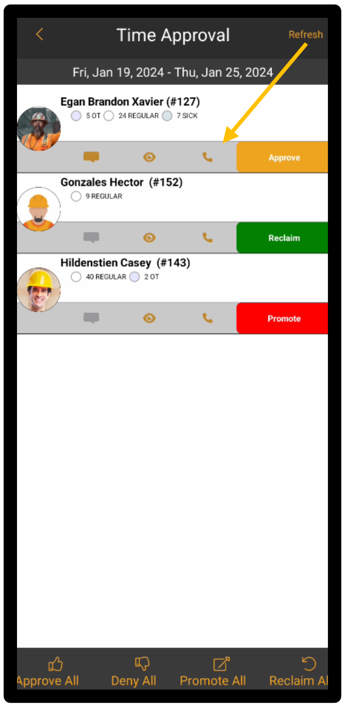


Phone Contact

If the Field Supervisor has a question about a timecard, the employee may be contacted using the Phone icon.

To Contact an Employee from Time Approval:

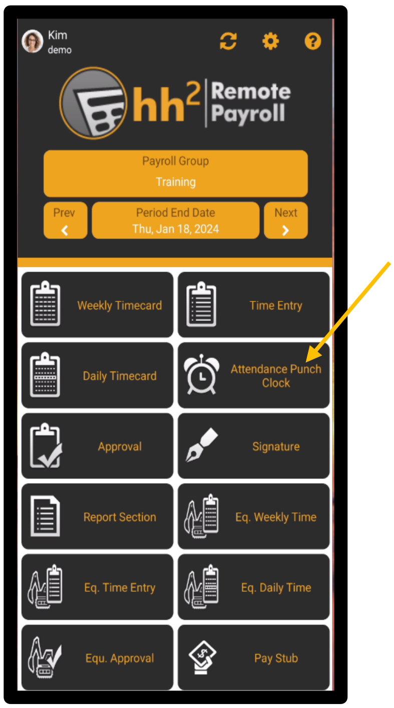
1. Select Approval from the Home Page.



2. Select the Phone icon. **Note:** The cell phone number is based on the number used in the employee's set up on the hh2 website (Home Page>Employee Setup>select employee>Employee Details tab) If no cell number is entered for the employee, the phone number entered on the Employee Record will be used.

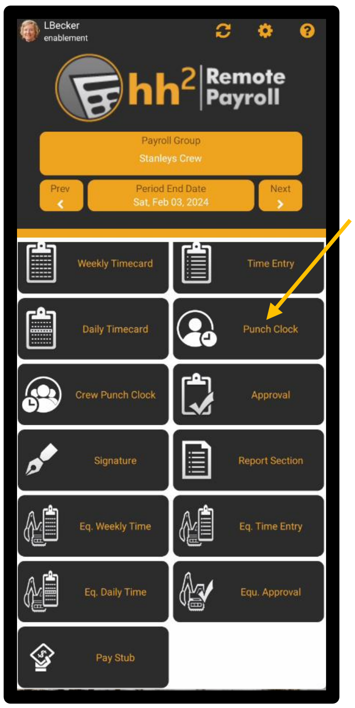
Attendance Punch Clock

This is the hh2 legacy product and does not include coding. Punch Clock and Crew Punch, on the other hand, do allow for coding to time and will be the focus of this document.



Punch Clock

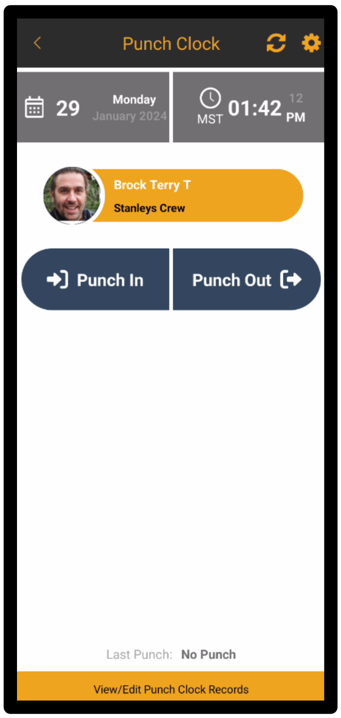
This feature provides the construction company with the ability to have employees punch time in and out. This feature is not to be confused with the legacy Attendance Punch Clock feature which does not capture coding information. The new Punch Clock feature captures coding information. Punch Clock time, just like labor and equipment, will be routed through an Approval Path and ultimately exported to the accounting system. Employees punching in and out must be part of a Payroll Group. Punch Clock is typically used by the employee, while Crew Punch is used by the Crew Manager.



- Employees may punch in and out and edit punch clock records, if given permission to do so.

To Access the Punch Clock:

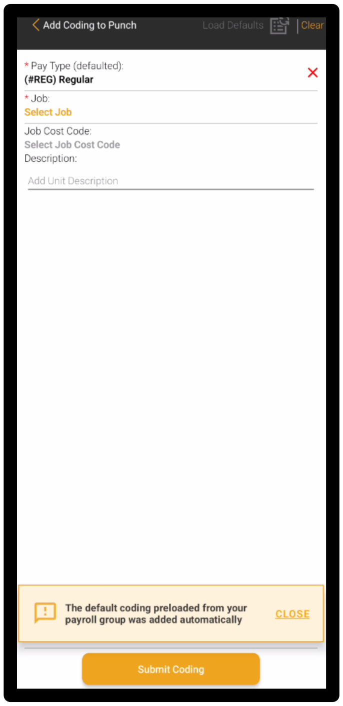
Select Punch Clock from the Home Page. The current date, time, and time zone are displayed at the top. **Note**: Depending on how the construction company's Administrator has set up the system, employees may be required to enable their location and/or camera device permission to continue using the punch clock.



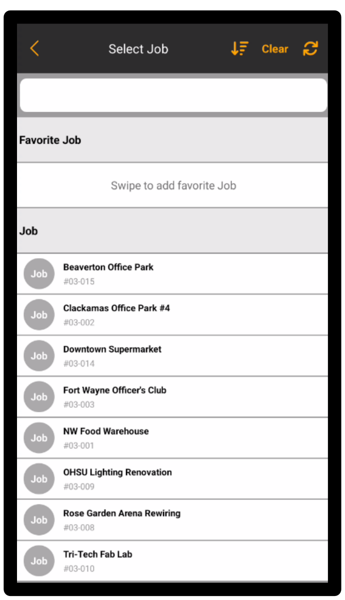
To Punch In and Out:

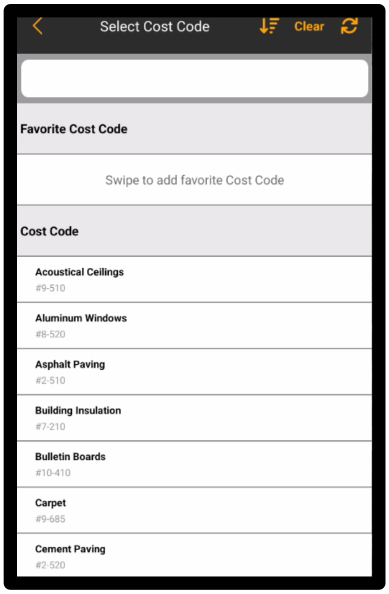
1. Select Punch Clock from the Home Page.
2. An employee name and Payroll Group must be selected, if not already.
3. Select Punch In to punch in.

Note: If the Capture Photo feature has been enabled, upon creation of the Punch Record (punch in, change coding or punch out), the user's face must be clearly detected in the view of the camera. If not, the user will receive additional prompting to make sure their face is in clear view of the camera before accepting the captured photo for administrative review.



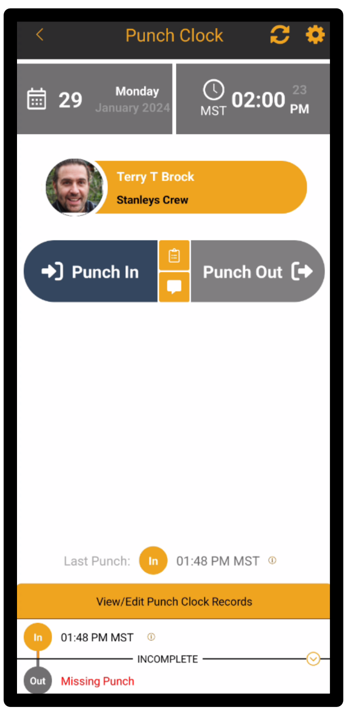
4. Default Coding may have been added to the Punch automatically. Default Coding is set up in the Payroll Group.
5. If needed, select the Job field and then a Job from the Select Job Page that follows.
6. If needed, select the Cost Code field and then the Cost Code from the Select Cost Code Page that follows.





7. Add a Unit Description, if needed. The user may or may not have other coding fields available depending on how the Payroll Group is set up (for instance, union, certifications, departments, and others).

8. Select Submit Coding, and captured time will display.



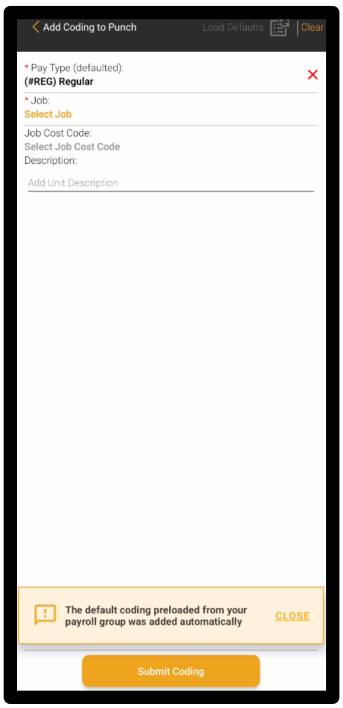
Note: There is a missing punch, as there is currently no Punch Out record for either a break or end of day. Sixty seconds must pass prior to a new punch being made.

9. Select Punch Out to punch out of the system.

To Update Current Punch Coding:

Employees can update their Punch Clock coding through the use of the Change Coding icon. After the initial punch in, the Change Coding icon displays. Current coding may be updated using this icon. This feature is handy in that it allows employees to punch into a new set of coding with a single icon, rather than punch out of the old coding and then into new coding.

1. Select Punch Clock from the Home Page.
2. Select the Change Coding icon.



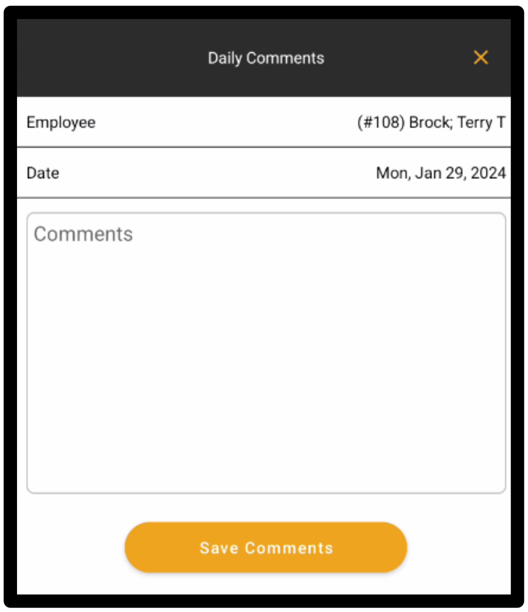
3. Make the necessary modifications.
4. Select Submit Coding.
5. Once coding is submitted, a new Punch Out and a new Punch In record will have been created. The old coding interval will end, and the new coding interval will begin.

Note: Punch records may also be updated through the Weekly Timecard, Daily Timecard, Time Entry and Approval sections by selecting the Attendance icon and following the above steps. Also See View/Edit Punch Card Records.

To Enter Daily Comments:

After the initial punch in, the Daily Comments icon displays. This feature allows the employee to enter a daily comment about the day's events related to the time. For instance, if the employee was late, or leaving for an appointment, comments may be submitted about the time for that day.

1. Select Punch Clock from the Home Page.
2. Select the Comments icon.



3. Enter the Daily Comment.
4. Select Save Comments.

View/Edit Punch Clock Records

This feature allows the user to:

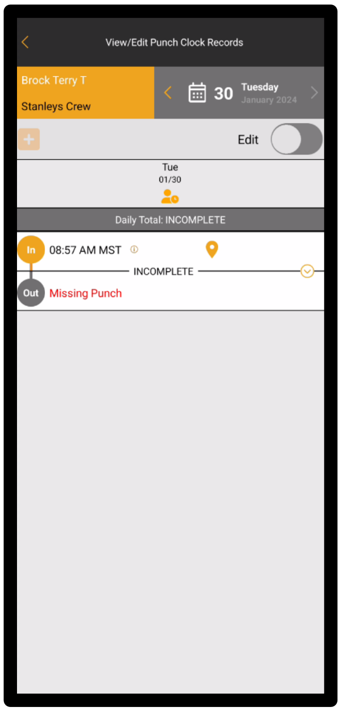
- View punches.
- Determine the location of the punch.
- View detailed punch history.
- View Pay Type, Job, Cost Code, and any other coding information applied to the punch interval.
- Edit the punch time and coding (for those with permissions).
- Add a punch (for those with permissions in a supervisory role).
- View the captured photo for a punch.

Note: Permissions on the user's phone may need to be enabled to allow location and/or camera access.

Note: Punch records may also be updated through the Weekly Timecard, Daily Timecard, Time Entry and Approval sections by selecting the Attendance  icon and following the above steps.

To View Punches:

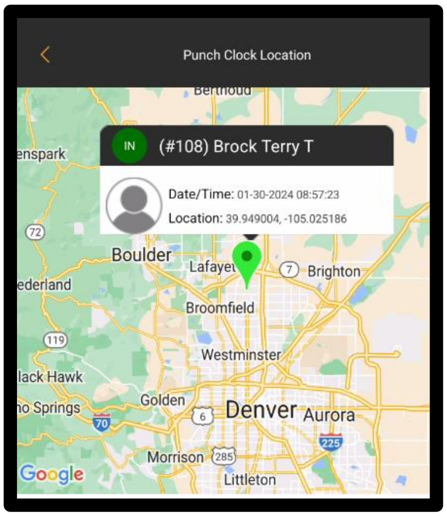
1. Select Punch Clock from the Home Page.
2. Select the Employee.
3. Select the Payroll Group, if not already defaulted.
4. Select View/Edit Punch Clock Records at the bottom of the page.
5. The date and time of the punch is stamped. The user may scroll using < and > next to the date to search for different dates.



Note: This page may also be accessed through the Weekly Timecard, Daily Timecard, Time Entry and Approval selections from the Home Page.

To View Punch Clock Location:

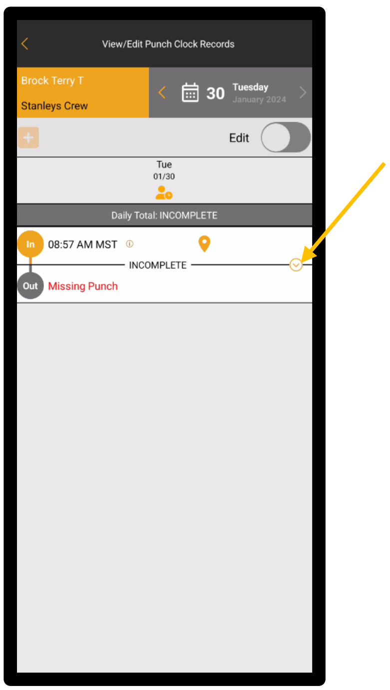
1. Select Punch Clock from the Home Page.
2. Select the Employee.
3. Select the Payroll Group, if not already defaulted.
4. Select View/Edit Punch Clock Records at the bottom of the page.
5. Select the Map  icon to display the punch location, date, and time.

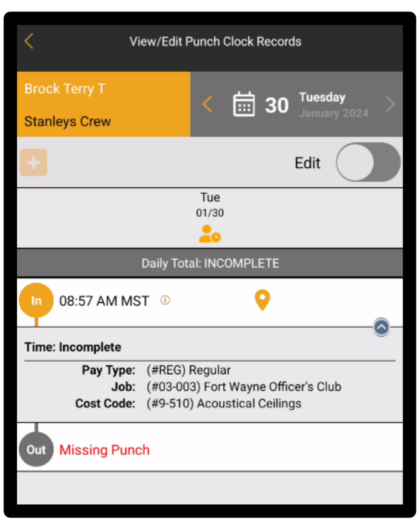


Note: The location will only be displayed if the system is set up to use Capture GPS and the user punched in or out using the mobile application.

To View Pay Type, Job, Cost Code and Other Coding Information:

1. Select Punch Clock from the Home Page.
2. Select the Employee.
3. Select the Payroll Group, if not already defaulted.
4. Select View/Edit Punch Clock Records at the bottom of the page.
5. Select the Dropdown icon.

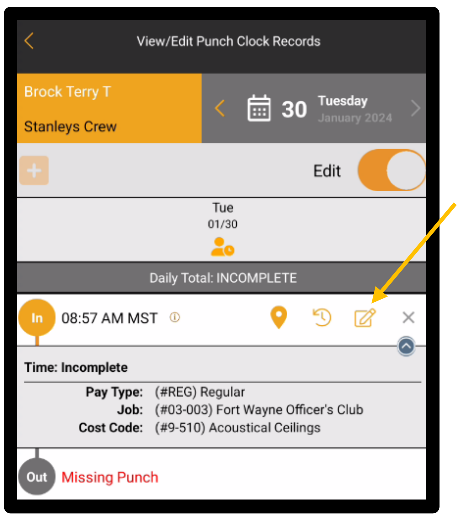




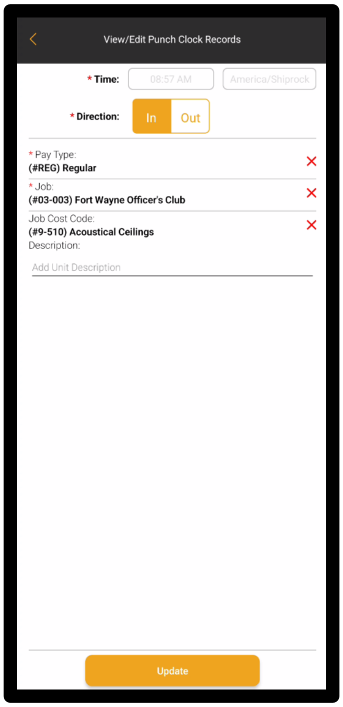
To Edit Punches:

Note: This feature is only available if the user has been granted permission to use it. Likewise, coding can only be edited for a Punch In record. Punch Out records only allow time, time zone and direction to be edited.

1. Select Punch Clock from the Home Page.
2. Select the Employee.
3. Select the Payroll Group, if not already defaulted.
4. Select View/Edit Punch Clock Records at the bottom of the page.
5. Select Edit with a toggle. Additional features display.



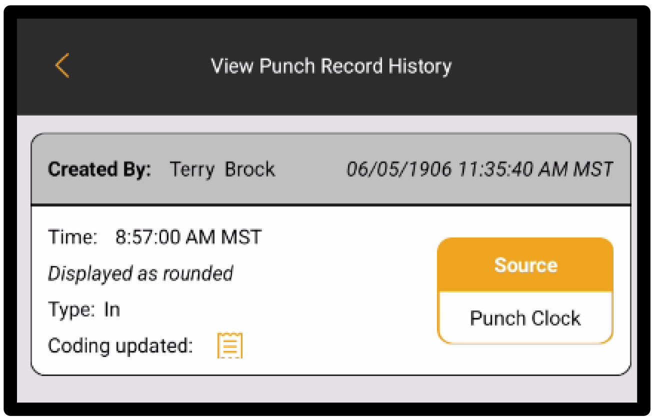
6. Select the Edit  icon.



7. Make the necessary modifications to the Time, Direction (Punch In or Punch Out) Pay Type, Job, Cost Code or Description. **Note:** X will clear the punch information.
8. Select Update.

To View Record History:

1. Select Punch Clock from the Home Page.
2. Select the Employee.
3. Select the Payroll Group, if not already defaulted.
4. Select View/Edit Punch Clock Records at the bottom of the page.
5. Select Edit with a toggle. Additional features display.
6. Select the History  icon.

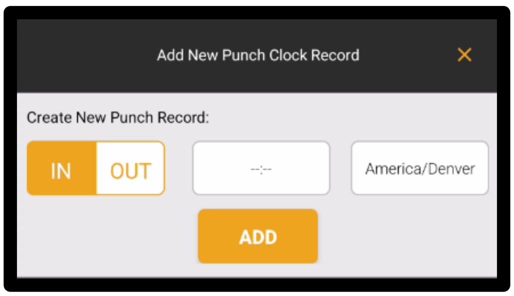


7. The punch history displays.

To Add a Punch:

Note: This feature is only available if the user has been granted permission to use it.

1. Select Punch Clock from the Home Page.
2. Select the Employee.
3. Select the Payroll Group, if not already defaulted.
4. Select View/Edit Punch Clock Records at the bottom of the page.
5. Select the Add  icon.



6. Select the Direction of the Punch (IN or OUT).
7. Enter the time.
8. Select Done.
9. Select the time zone.
10. Select Add.
11. Enter coding as needed (for Punch In)
12. Select Submit Coding.
13. The punch will be displayed for the employee selected.

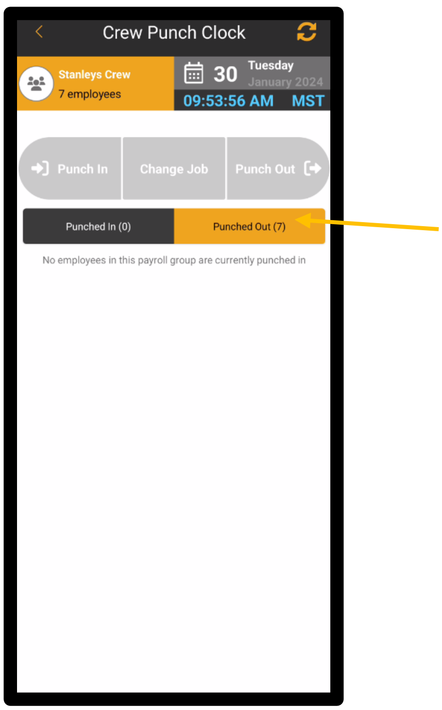
Crew Punch Clock

Crew Punch is a feature that is used by Crew Manager to punch time for an employee or a group of employees.

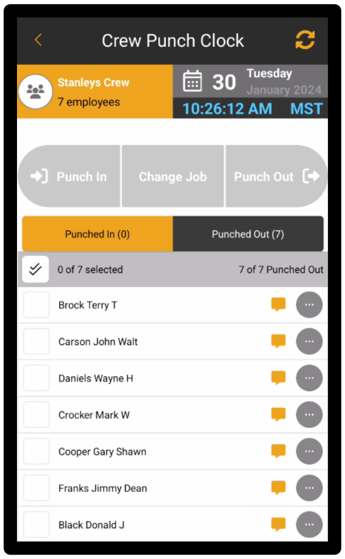
Note: Managers will need Punch for Others permission in order to have access to the Crew Punch Clock feature.

To Punch In Employees Part of a Crew:

1. Select Crew Punch Clock from the Home Page.
2. Enable Locations Settings on the phone, as needed.



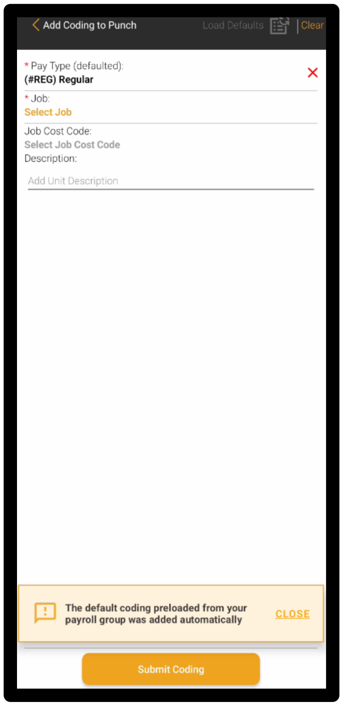
3. Select the Payroll Group, if not already defaulted. Otherwise, skip this step.
4. Select Punched Out. After selection, Punched Out will now highlight in black and the employees in the Payroll Group (Crew) will display. **Note:** Punched Out and Punched In are indicators of which employees are either Punched In or Out. These can be toggled to view the punch status of employees. In contrast, Punch In and Punch Out, towards the top of the page, can be considered “buttons” to punch employees either in or out.



5. **Note:** The Daily Comments icon allows for comments to be added for the day's proceedings. The More takes the user to the View/Edit Punch Clock Records Page. See View/Edit Punch Clock Records.
6. Select, by checking the box, employees to be included for the punch action. Or select all employees using the Select All icon.
7. Select Punch In towards the top of the page.
8. Add the necessary coding by selecting Jobs, Cost Codes, and any other required coding.
9. Select Submit Coding.

To Update Current Punch Coding:

1. If changes to a Job or other coding is necessary, select the Punched In status tab. A list of punched in employees will display.
2. Check the employees the change will apply to. Notice Change Job in the middle of the page now highlights. This is a handy feature for circumstances where some employees are switching to begin work on a different job.
3. Select Change Job.



5. Modify coding as needed.
6. Select Submit Coding.

To Punch Employees Out:

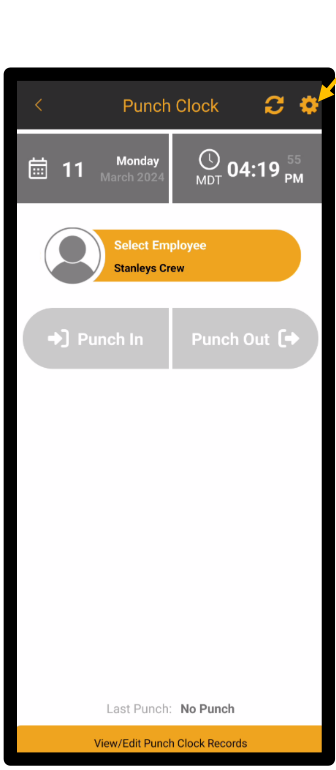
1. Select Crew Punch Clock from the Home Page.
2. Select the Payroll Group.
3. Select the <u>Punched In status tab</u>.
4. Select some or all the employees. If selecting all, use the Select All  icon.
5. Select Punch Out towards the top.

Kiosk Mode

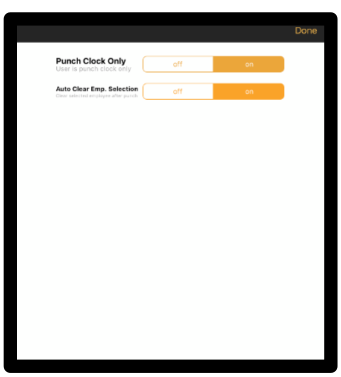
The Kiosk Mode feature allows multiple employees to walk up to a single device and create Punch Records. Administrators can work with assistance of the hh2 Implementation Team to set up a single user per tablet device for the job site. That user is given permission to access all employees through the Punch Clock. The manager can then enable the Punch Clock Only Mode so the application will only access the Punch Clock option and no other menu options.

To Enable or Disable the Punch Clock Only Mode:

1. Select Punch Clock from the Home Page.



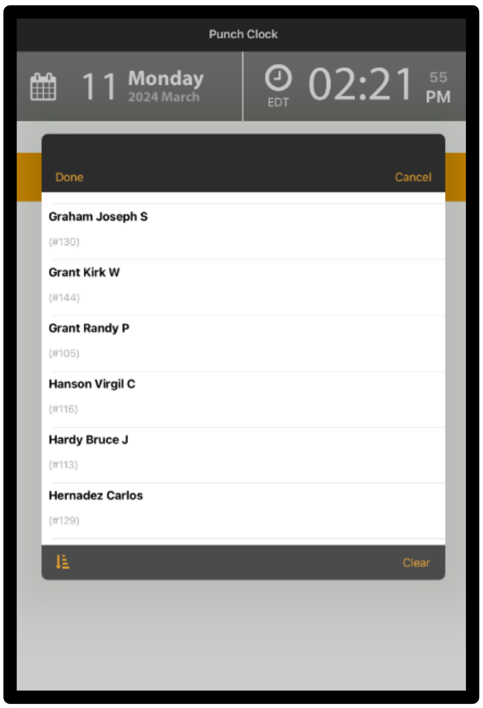
2. Select Settings from the Punch Clock Page.



3. When enabling Punch Clock the manager will be prompted to re-enter the currently logged in user's password.
4. Turn Punch Clock Only Mode to ON (or to disable turn to OFF).
5. Once enabled, only Punch Clock will display on the device.

To Use Kiosk Mode:

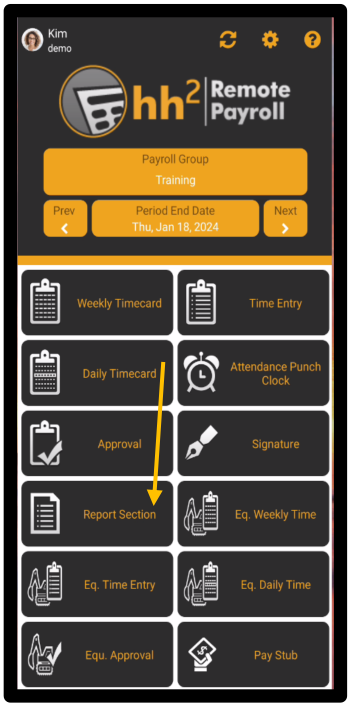
1. Once enabled, the only option that will display upon log in is Punch Clock.
2. Log in.
3. Select the Payroll Group.



4. Employees may punch in.
5. Select Done when complete.

Reporting

The Remote Payroll system offers convenient reporting that can be conducted from the field via the Reports Section.



Reporting includes:

- The Labor Detail Report
- PDF Timecard reporting

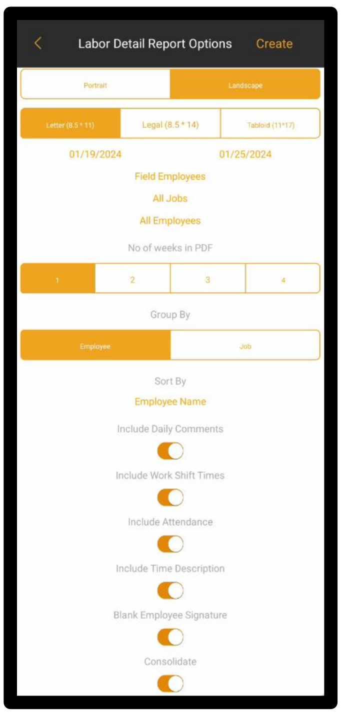
Labor Detail Report

The Labor Detail Report allows the user to generate a report which can be opened in a variety of formats, printed, and emailed. The Labor Detail Report details information the user filters through the mobile application. **Note:** Filtering options will vary based on the construction company's set up. For instance, some companies use Union information, while others do not.

To Create a Labor Detail Report:

1. Select Report Section from the Home Page.

2. Select Labor Detail Report.



3. Select the format: Table Based (in table format) or Record Based (by each employee record).
4. Select the Layout: Portrait or Landscape layout.
5. Select the Size: Letter, Legal or Tablet.

6. Select a date range by clicking on the dates. A new page will appear. Select the Begin and End dates, respectively, for data to be included in the report from the dates that appear. Select Done.
7. Select the Payroll Group. A list of Payroll Groups will be displayed. Select the Payroll Group and then Done.
8. Select All Employees and then select the Employee(s) to include on the report on the next page. Select Done at the bottom of the page.
9. Select All Jobs and then select a Job(s) from the list. Then select Done.
10. Repeat the process for continued filtering by Cost Code, Cert Class, Pay Types, GL Accounts and Departments. Select Done for each.
11. Select, with a toggle, whether to include or not to include the Employee Photo, Signature, any Comments, and/or Attendance.
12. When filtering is completed, select Create. The report with the filtered data will appear.
13. The Labor Detail Report may be opened in a variety of formats using Open In. It may be printed using Print. It may be emailed using Email.
14. Select Done when complete.

Sample Labor Detail Report:

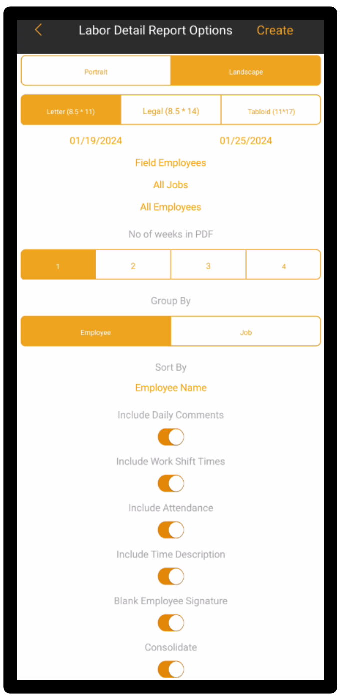
PDF Timecard

The PDF Timecard Report reports on time by each employee.

To Create a PDF Timecard Report:

1. Select Report Section from the Home Page.

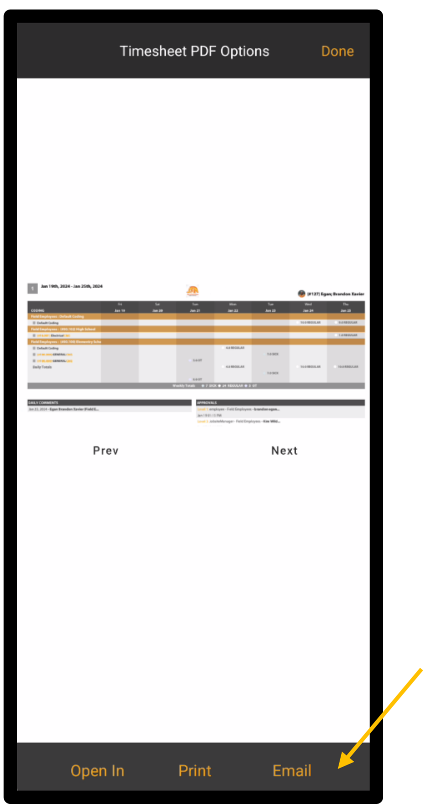
2. Select PDF Timecard.



3. Select the Layout: Portrait or Landscape layout.
4. Select the Size: Letter, Legal or Tablet.
5. Select a date range by clicking on the dates. A new page will appear. Select the Begin and End dates, respectively, for data to be included in the report from the dates that appear. Select Done.
6. Select the Payroll Group. A list of Payroll Groups will be displayed. Select the Payroll Group.
7. Select All Jobs and then select a Job(s) from the list.

8. Select All Employees and then select the Employee(s) to include on the report on the next page. Select Done.
9. Select the number of weeks to include in the PDF.
10. Select how to group information by Employee or Job.
11. Select how to sort (Employee Number, Employee Name, Job Number or Job Name).
12. Toggle on to include Daily Comments, Work Shift Times, Attendance, Time Description, and Signature.
13. Select Create.
14. The PDF Timecard Report may be opened in a variety of formats using Open In. It may be printed using Print. It may be emailed using Email.
15. Select Done when complete.

Sample PDF Timecard Report:

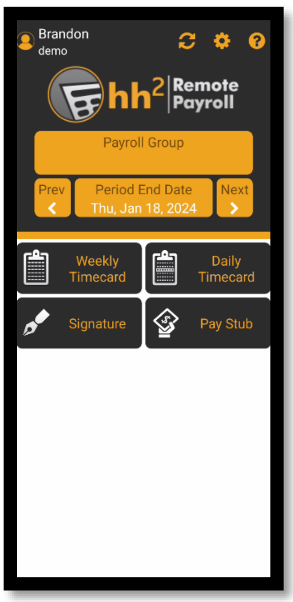


Equipment Revenue for the Field Employee

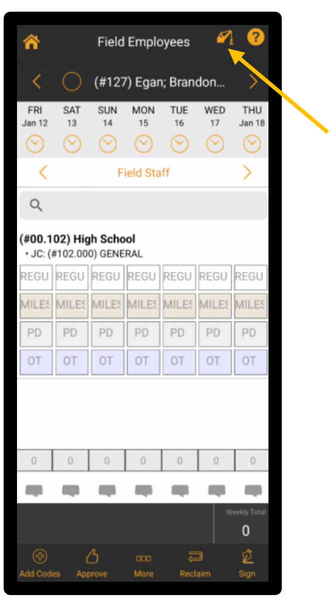
From either the Weekly Timecard or the Daily Timecard Page, the Equipment icon accesses the Time to Equipment Revenue Page where time can be logged against equipment. This feature is used for Equipment Revenue not Equipment Cost. Equipment Revenue is utilized to track the time in which a piece of equipment is used. Equipment Time may be accessed, added, distributed, duplicated, and deleted.

To Access the Equipment List Page:

1. Select either Weekly Timecard or Daily Timecard from the Home Page.

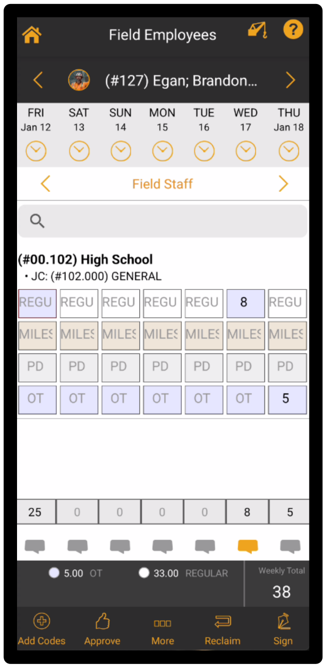


2. Select the Equipment icon from either view.

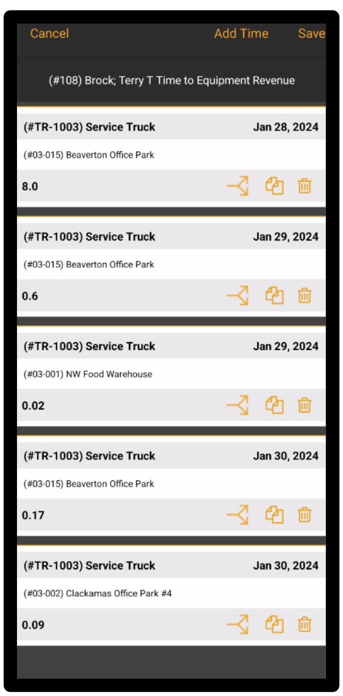


To Add Time to Equipment Revenue:

1. From the Home Page, either select Weekly Timecard or Daily Timecard.

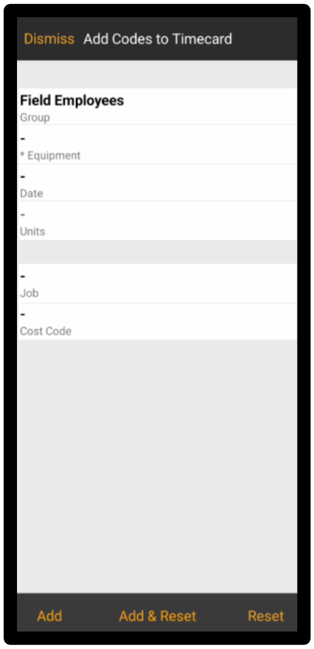


2. Select the Equipment icon.

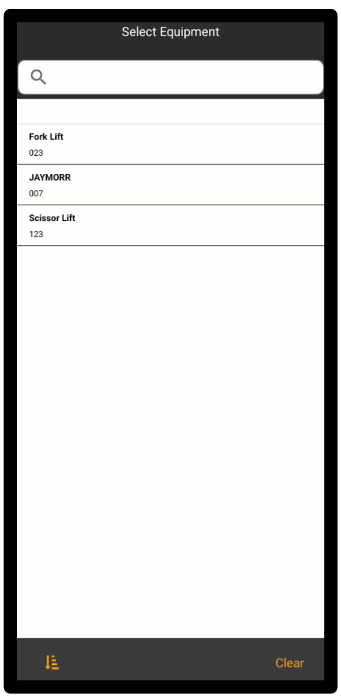


3. Select Add Time.

4. Select the Payroll Group from the Group field on the Add Codes to Timecard Page, if it is not already defaulted into the field.

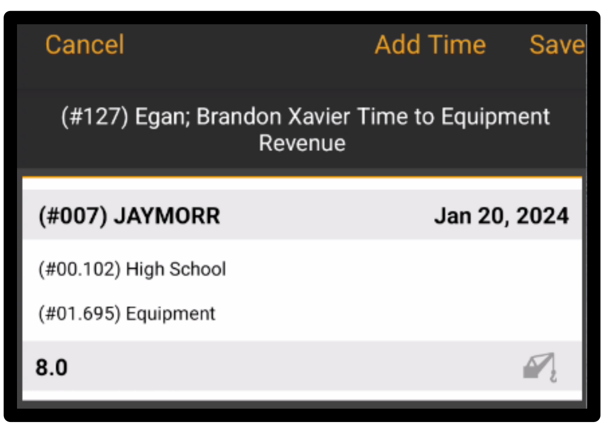


5. Select the Equipment field. This will take the user to the Select Equipment Page where equipment can be selected.



6. Select the equipment to which to code on the page that follows.

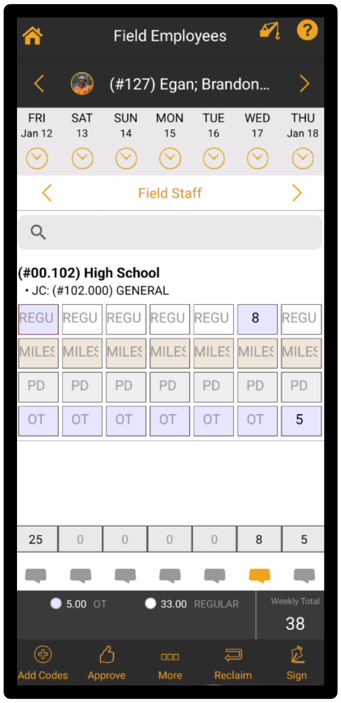
7. Select Date field on the Add Codes to Timecard Page.
8. Select the date on the page that follows and select Done.
9. Select the Units field from the Add Codes to Timecard Page.
10. Enter the number of Units (time).
11. Select Accept.
12. Select the Job field from the Add Codes to Timecard Page and then the appropriate Job from the Select Job Page that follows.
13. Select Cost Code field from the Add Codes to Timecard Page and then the appropriate Cost Code from the Select Cost Code Page. **Note:** Cost Codes may be sorted by Code or Name using the Sorting  icon.
14. Select Done.
15. Repeat this process for any additional fields the construction company may have enabled.
16. Select Add on the Add Codes to Timecard Page. **Note:** Add & Reset will add the time and reset the page for rekeying next time. Reset will clear the coding.
17. Select Ok.
18. Select Save.
19. Time for the equipment is added.



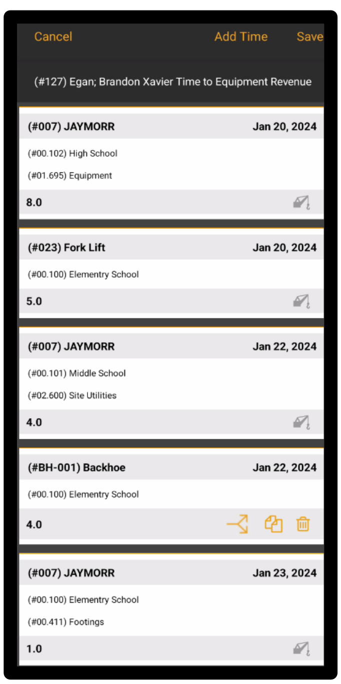
To Split Equipment Time:

Sometimes it is necessary to split equipment between different jobs, cost codes and revenue codes.

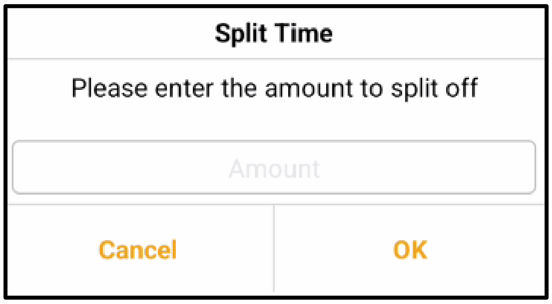
1. From the Home Page, either select Weekly Timecard or Daily Timecard.



2. Select the Equipment icon.



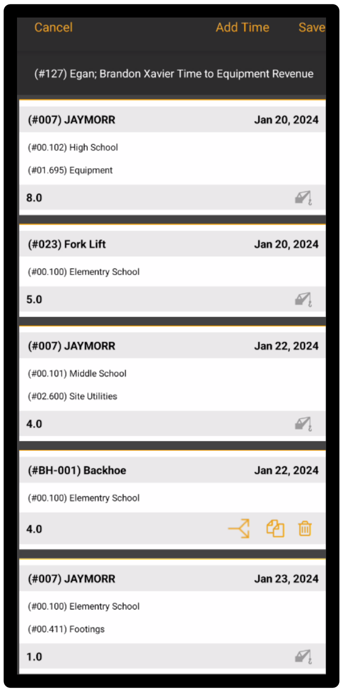
3. Select the Split Distribution icon.



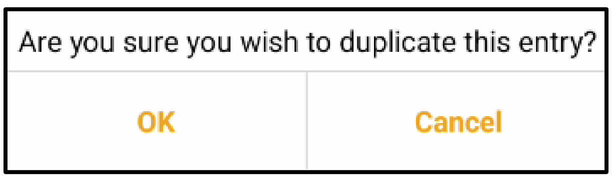
4. Enter the amount of time to split.
5. Select OK.
6. Select Save.
7. Time will automatically be split with the remaining balance.

To Duplicate Equipment Time:

1. From the Home Page, either select Weekly Timecard or Daily Timecard.
2. Select the Equipment icon.



3. Select the Duplicate icon.



4. Select OK.
5. Select Save.
6. Time will then be duplicated and be displayed on the time entered for the equipment.

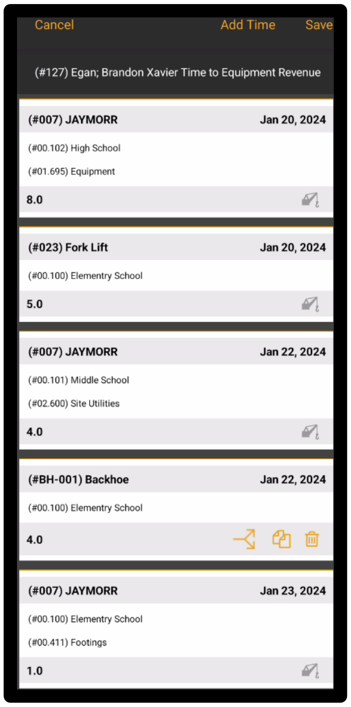
To Edit Equipment Revenue Time:

Note: This feature will only work if the employee is set up with default equipment assigned to them.

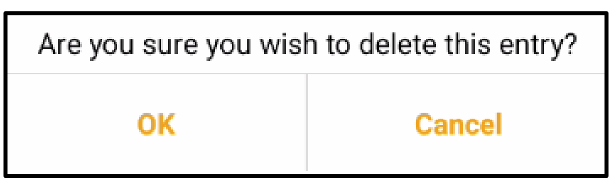
1. From the Home Page, select either the Weekly or Daily Timecard.
2. Select a Payroll Group
3. Select an Employee.
4. Select the Equipment  icon.
5. Select an existing time box.
6. Modify as needed.
7. Select Add.
8. Select Ok.
9. Select Save.

To Delete Equipment Time:

1. From the Home Page, either select Weekly Timecard or Daily Timecard.
2. Select the Equipment  icon.



3. Select the Delete  icon.



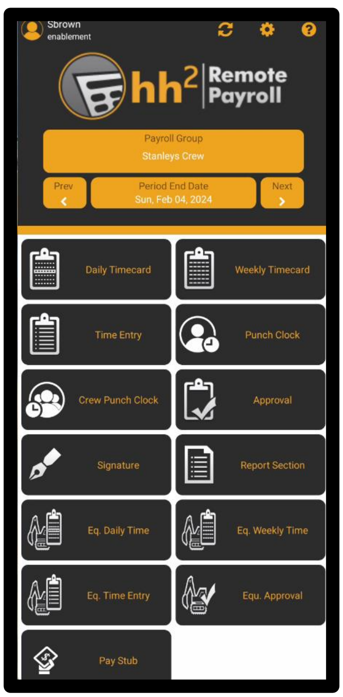
4. Select OK.
5. Select Save.
6. The time will then be deleted and no longer display as time entered for the equipment.

Equipment Revenue for the Field Supervisor

Equipment time can be managed from:

- Equipment Weekly Time
- Equipment Daily Time
- Equipment Time Entry
- Equipment Approval

This feature is used for Equipment Revenue not Equipment Cost. Equipment Revenue is utilized to track time a piece of equipment is used. Whereas Equipment Cost tracks expenses related to the rental or ownership of construction equipment such as excavators, cranes, and bulldozers. Equipment Cost includes not only the equipment's purchase or rental price, but also maintenance, fuel, and operator wages. Once again, this feature tracks Equipment Revenue (time in which a piece of equipment is used).

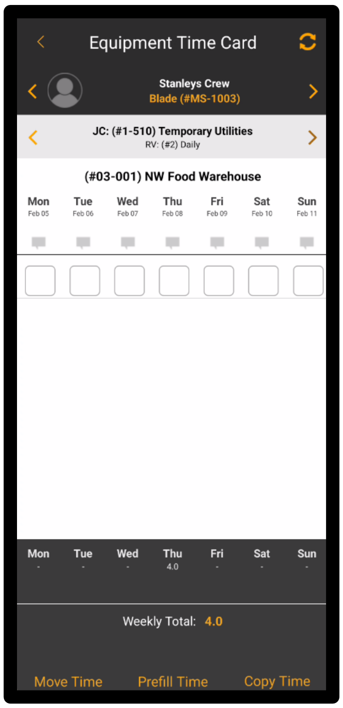


Equipment Weekly Timecard for the Field Supervisor

From Equipment Weekly Time, equipment time may be added, moved, prefilled, and copied.

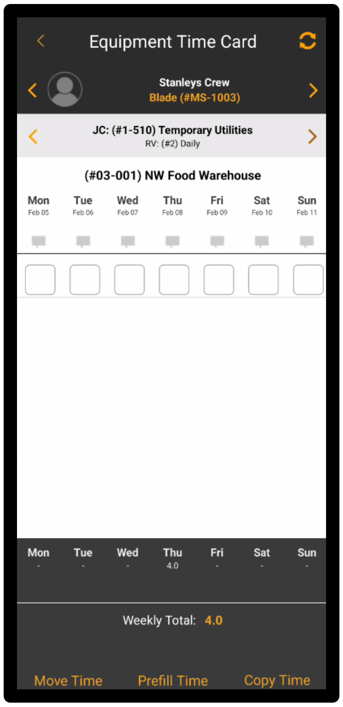
To Access the Weekly Equipment Timecard:

1. Select Equipment Weekly from the Home Page.



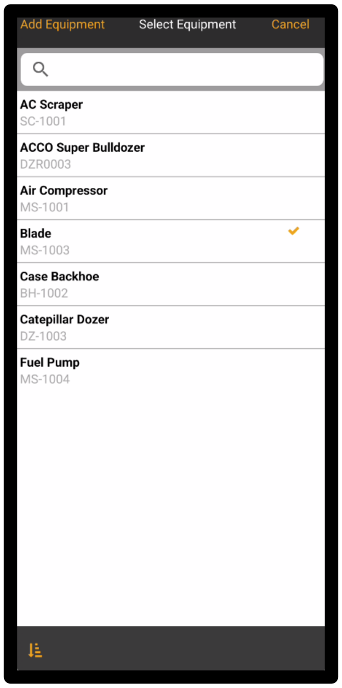
To Add Equipment Time Using the Weekly Time:

1. Select Equipment Weekly from the Home Page.



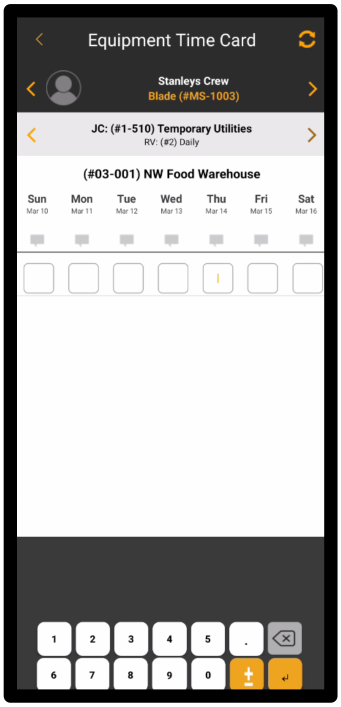
2. Select the Payroll Group, if not already selected. In this example, Stanley's Crew.
3. Scroll using < and > to find the applicable equipment on the Equipment Timecard Page. In this example, Blade.

Alternatively, select on the piece of equipment that displays. This will take the user to the Select Equipment Page where all equipment is displayed. Select the piece of equipment needed from the Select Equipment Page.



4. On the Equipment Timecard Page, select the Cost Code. The Cost Code and associated Job display on the Select Code Page if one has not already been loaded. In this example, the Cost Code is Temporary Utilities, the Job is NW Food Warehouse, and the Revenue Code is Daily.

5. Use the numerical keyboard to enter the number of Units (hours) the equipment was used in the boxes below the corresponding day of the week.

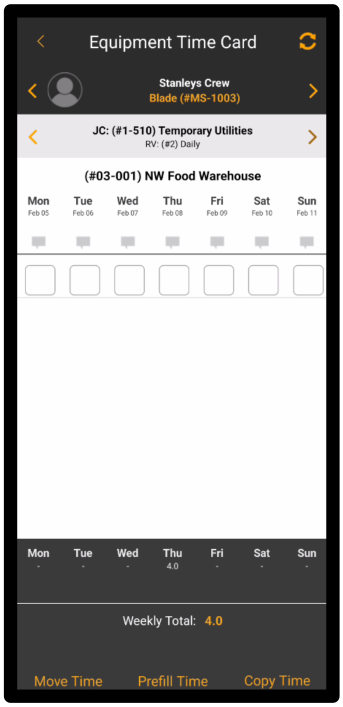


6. Select Enter .

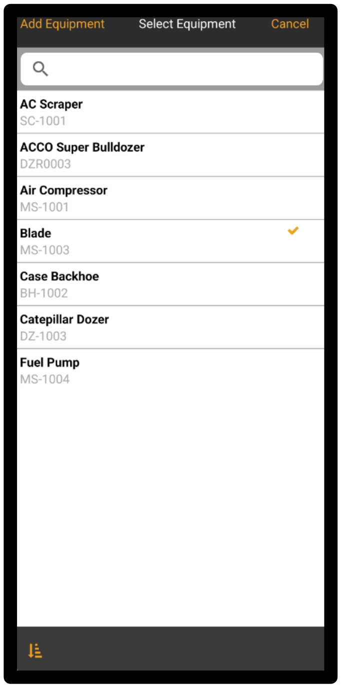
Note: Daily Comments may be added by selecting the Daily Comments icon. Add the comment and select Save. Daily Comments in color indicate there is a comment.

To Add Equipment Choices onto the Weekly Time Card:

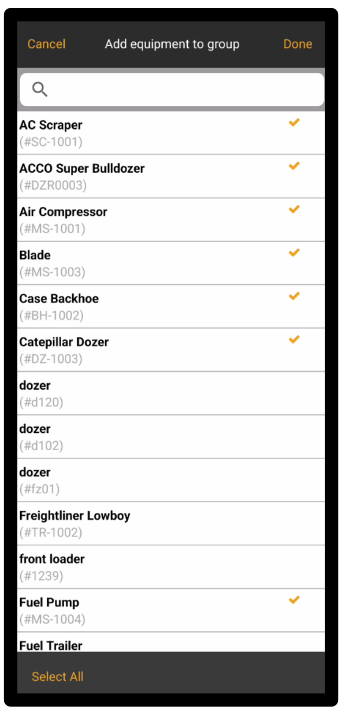
The user may add additional equipment choices to the list the Select Equipment list from the Weekly Time Card. This feature is only available if the Payroll Group has Add/Remove Equipment enabled on the website (RP>Payroll Users and Groups>Payroll Groups>select the group>Settings tab> enable Add/Remove Equip), and the user is designated as a manager within the hh2 system.



1. Select Equipment Weekly from the Home Page.
2. Select the Payroll Group, if not already selected. In this example, Stanley's Crew.
3. Select the equipment that displays (in the example above, it is Blade).



4. Select Add Equipment. The current accessible equipment data populates from information entered by the construction company's hh2 administrator, so selections are limited to what is displayed.



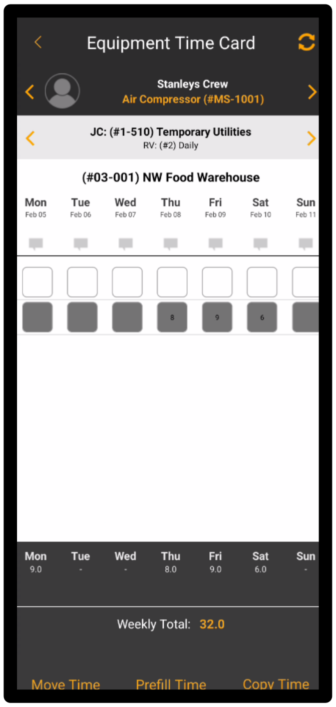
5. Check the Equipment to add. **Note:** Select All is an option.

6. Select Done.

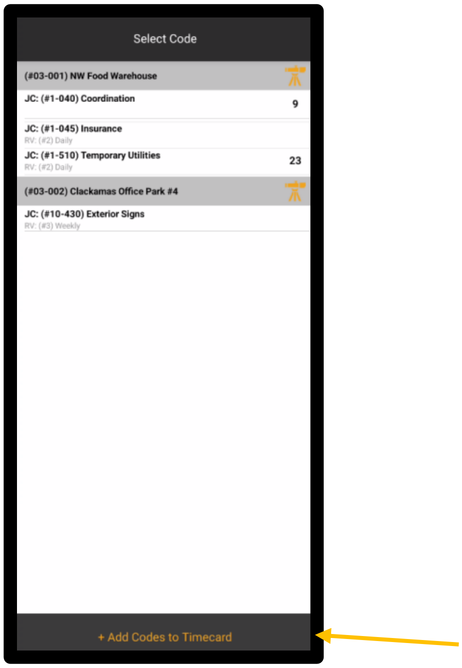
Adding New Coding to Equipment Time Using the Weekly View:

This allows the user to add new codes (such as a new Job or Cost Code) to the Equipment Time Sheet.

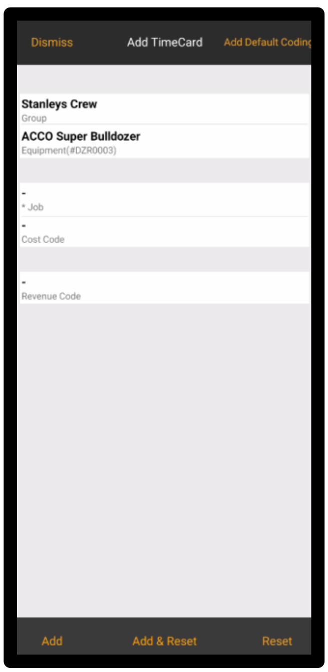
1. Select Equipment Weekly from the Home Page.



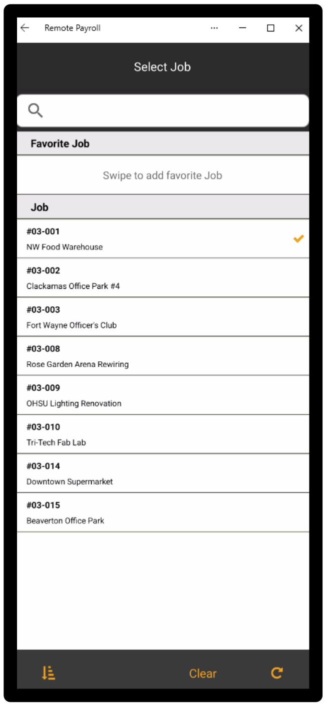
2. Select the Payroll Group, if not already selected. In this case, Stanley's Crew.
3. Select the piece of equipment, in this example Air Compressor using < or >.
4. Select the Cost Code field. In this case, Temporary Utilities. This will take the user to the Select Code Page.
5. On the Select Code Page, select a new Cost Code under the associated Job, if needed. **Note:** The Job Explorer  icon may be used to find Jobs and their associated cost codes and category codes.



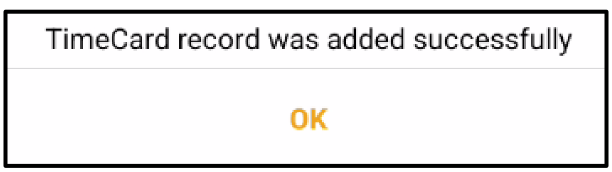
6. On the Select Code Page, select Add Codes to Timecard.



7. Add the Job, Cost Code and Revenue Codes by selecting the corresponding field and data that displays on the page that follows. For instance, Job data will display on the Select Job Page, Cost Code data will display on the Select Cost Code Page (select and then choose Done), and Revenue Code data will display on the Select Revenue Code Page. The image that follows shows the Select Job Page as an example.



8. Select Add on the Add Timecard Page when all necessary fields are completed. **Note:** Reset will clear the page. Add & Reset will add the data and then clear the page.

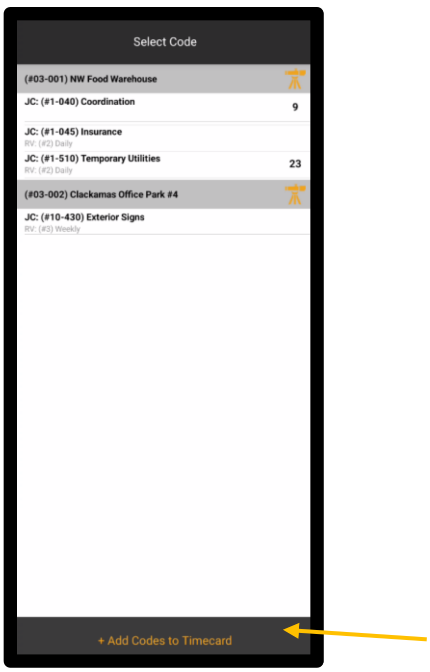


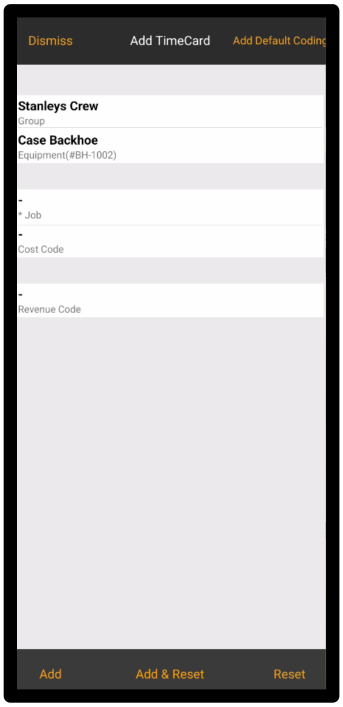
9. Select OK.

To Add Default Coding to Equipment Time:

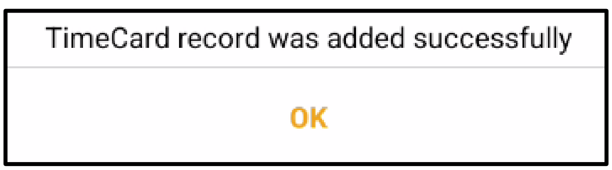
Default coding may be added. This allows the user to code Equipment Time without any attached coding (such as Jobs or Cost Codes). The only data that will be included in the time export will be units added for the Equipment Time.

1. Select Weekly Equipment from the Home Page.
2. Select the Payroll Group.
3. Select the Equipment.
4. Select the Cost Code.
5. On the Select Code Page, select Add Codes to Timecard at the bottom.





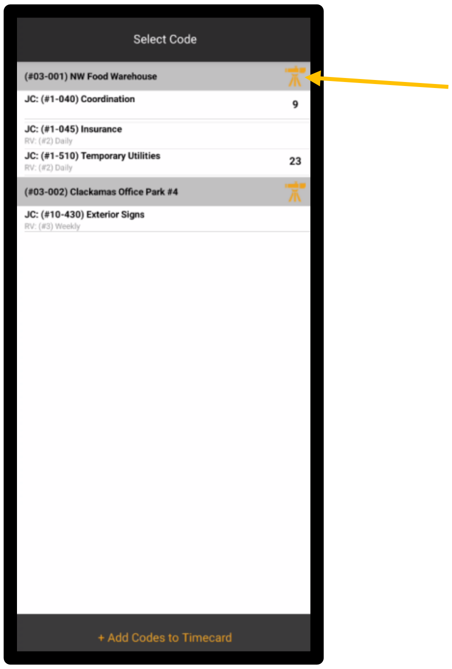
6. Select Add Default Coding on the Add Timecard Page.



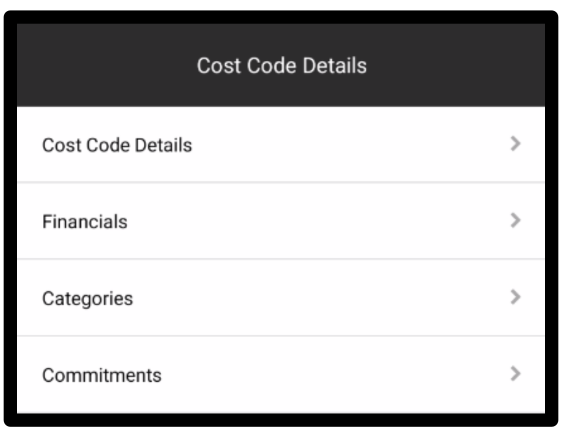
7. Select OK.

To Access Code Details:

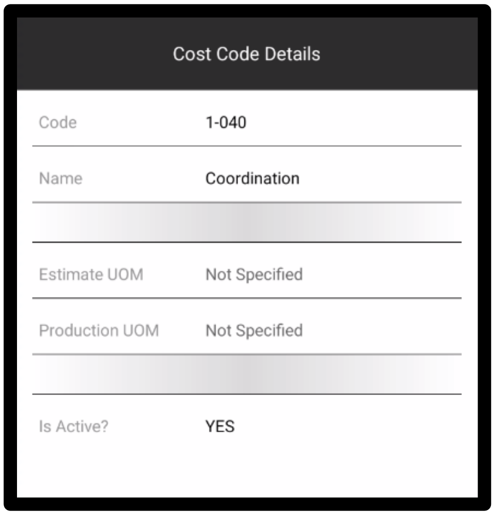
1. Select Weekly Equipment from the Home Page.
2. Select the Payroll Group.
3. Select the Equipment.
4. Select the Cost Code field.



5. On the Select Code Page, select the Job Explorer  icon.
6. Select the Cost Code from the list that follows.
7. Select the carrot> next to each for details. This will access related details such as Cost Code details, financial estimates, Categories and Commitments.

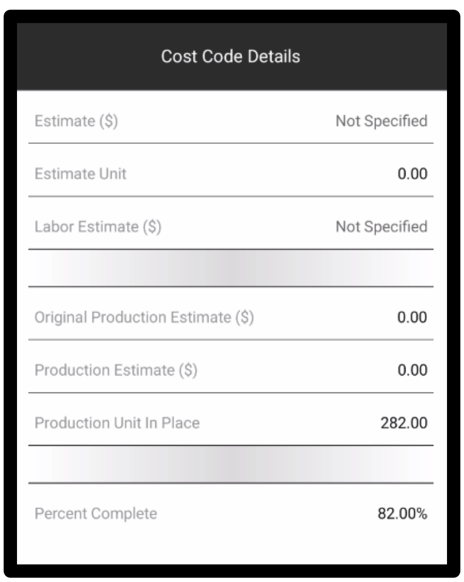


8. When Cost Code Details is selected, the following displays:

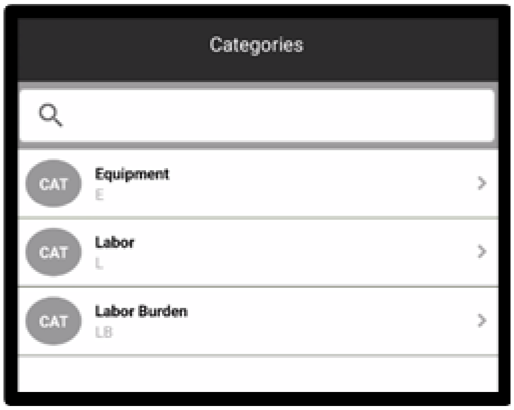


9. The Code, Name, Estimated Units of Measurement (UOM), Production Units of Measurement (UOM) and whether the Cost Code is active or not displays. The purpose of this information is to help users have a better awareness of the project management aspect of Job and Cost Code coding. This applies more to the hh2 Field Reports module.

10. When Financials is selected from the Cost Code Details Page, the following displays to also help users gain insight into job costing information:

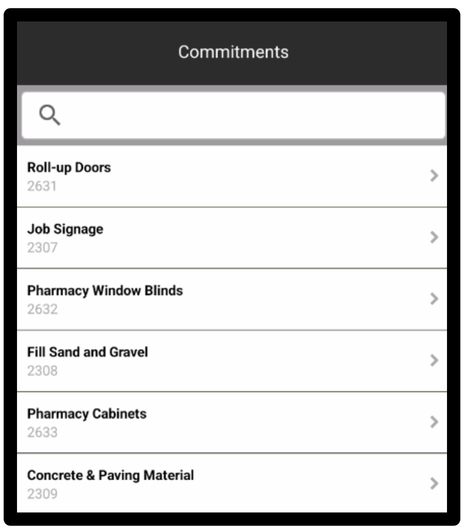


11. When Categories is selected from the Cost Code Details Page, the following is displayed:



12. When > is selected from Category, further Category Details are displayed.

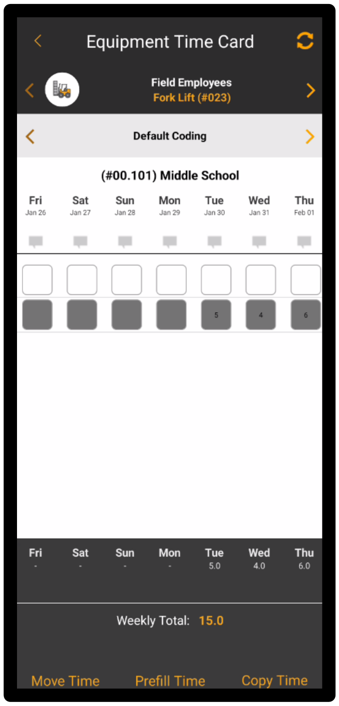
13. When Commitments is selected from the Cost Code Details Page, the following information is displayed which applies more the hh2 Document Flow module:



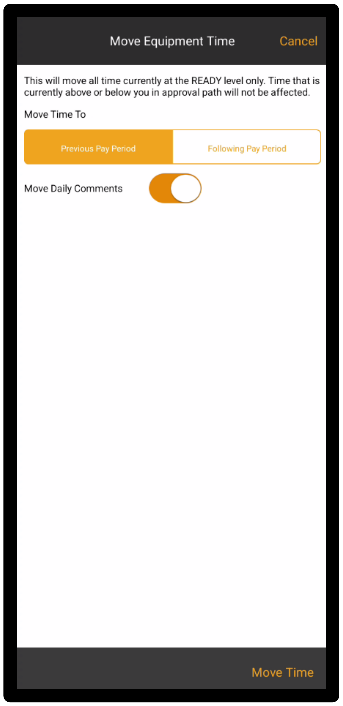
To Move Equipment Time on the Weekly Equipment Timecard to Other Pay Periods:

Equipment Time may be moved to either the previous or following pay period. This applies to only Equipment Time in the Ready Status, meaning Equipment Time at the user's level in the Approval Path.

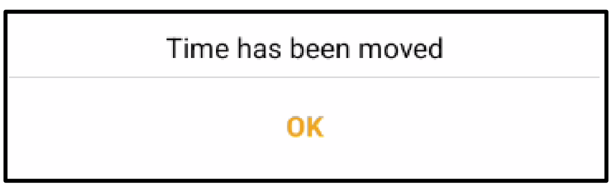
1. Select Equipment Weekly Time from the Home Page.



2. Select Move Time.



3. Select Either Previous Pay Period or Following Pay Period.
4. Select to Move Daily Comments or not.
5. Select Move Time.

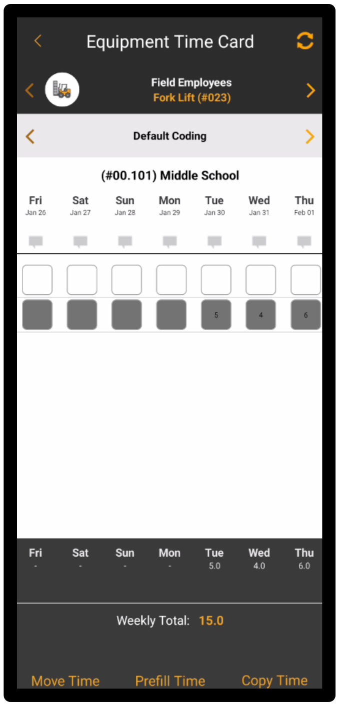


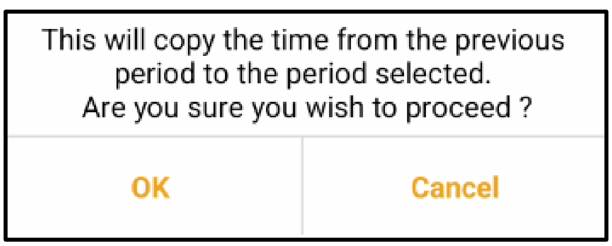
6. Select OK.
7. Select Cancel to exit.

To Prefill Equipment Time Using the Weekly Timecard View:

Time may be prefilled from a previous pay period to the pay period selected.

1. Select Equipment Weekly Time from the Home Page.
2. Select Prefill Time.



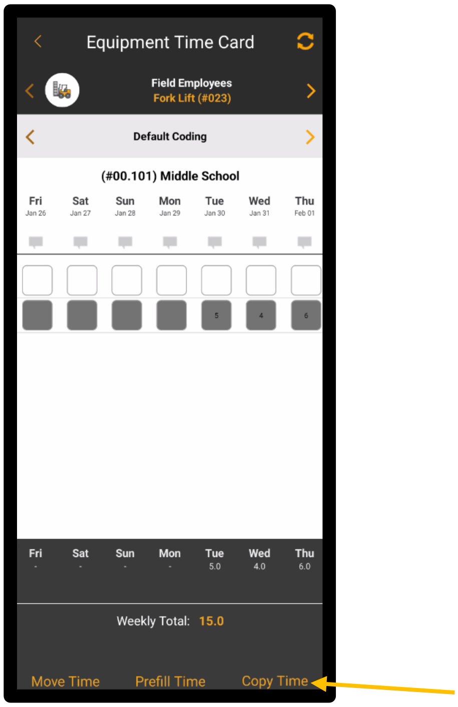


3. Select OK.

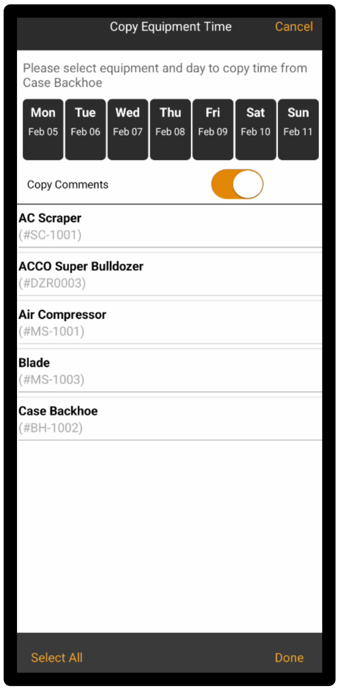
To Copy Time from One Piece of Equipment to Another Piece of Equipment:

Time may be copied from one piece of equipment to one or more pieces of equipment.

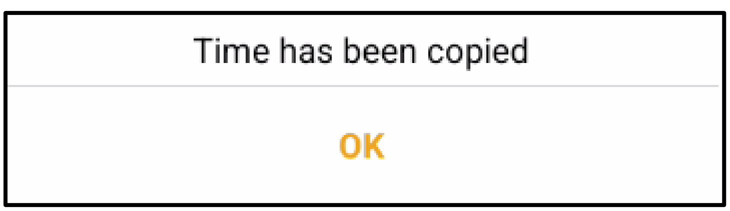
1. Select Equipment Weekly Time from the Home Page.



2. Select the Equipment to copy time <u>from</u>, using < or >.
3. Select Copy Time.



4. Select the Date(s) to copy time <u>from</u>.
5. Select the Equipment (one or more pieces) to copy the time <u>to</u>.
6. Toggle Copy Comments to on, to copy comments.
7. **Note:** This will override hours already keyed and bring only the hours being copied. It will not add existing hours to the copied hours.
8. Select Done.



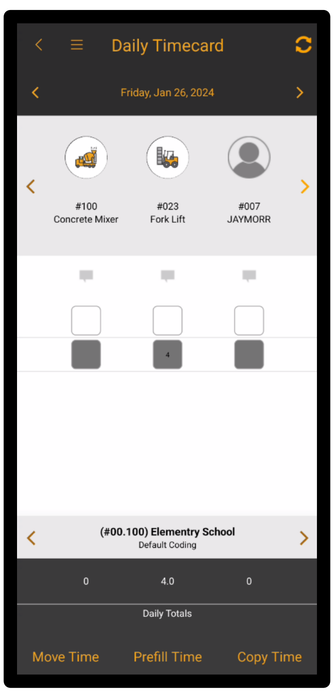
9. Select OK.

Equipment Daily Timecard for the Field Supervisor

Just like the Equipment Weekly Time view, the Equipment Daily Time view has features capable of adding, moving time, prefilling, and copying equipment time.

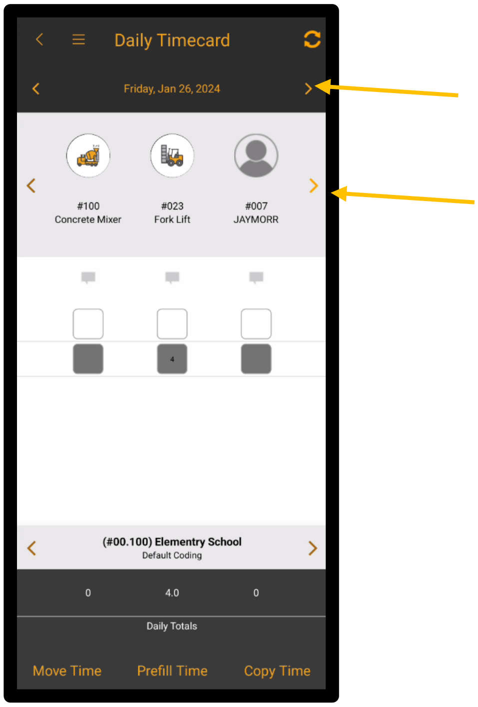
To Access Equipment Timecard Using the Daily Timecard view:

1. From the Home Page, select Equipment Daily Time.



To Add Equipment Time Using the Daily Timecard View:

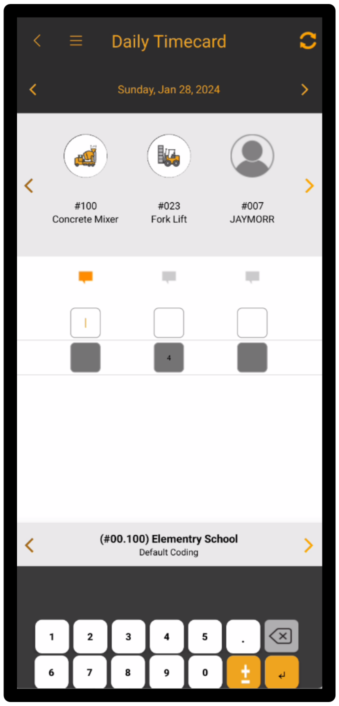
1. From the Home Page, select Equipment Daily Time.



2. Select the Date using < and >.
3. Find the Equipment using < and >, if necessary.
4. Enter comments by selecting the Equipment Comments icon.

5. Select Save. Equipment Comments will be indicated in color.

6. Select the Job using < and >, if necessary.
7. Select the box below the equipment title.

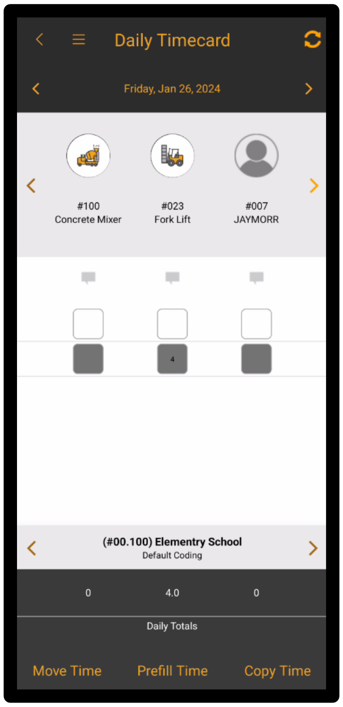


8. Enter the number of hours using the numerical keyboard.
9. Select the Enter  icon, if selecting the number of hours.
10. **Note:** Grayed out time is time that has already been approved at a higher level in the Approval Path and may not be reclaimed.
11. Daily Totals will be displayed at the bottom of the page.

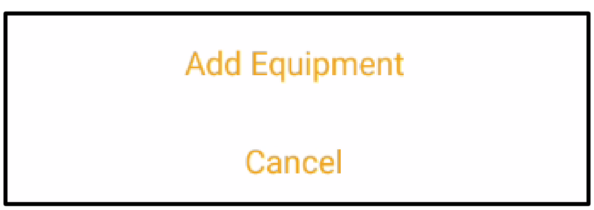
To Add Equipment Choices onto the Daily Timecard View:

Note: This feature is only available if the Payroll Group has Add/Remove Equipment enabled on the hh2 website (RP>Payroll Users and Groups>Payroll Groups>select the group>Settings tab> enable Add/Remove Equip), and the user is designated as a manager within the hh2 system.

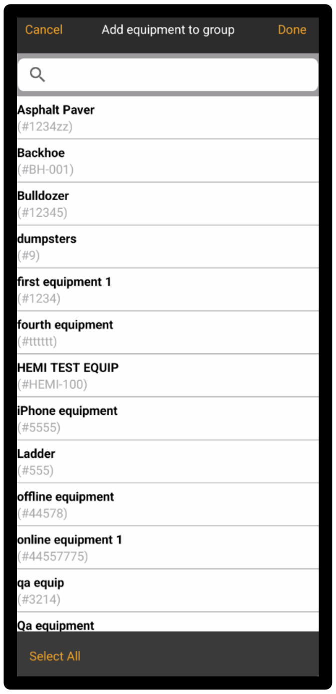
1. From the Home Page, select Equipment Daily Time.



2. Select the Hamburger  icon in the upper left corner.



3. Select Add Equipment.

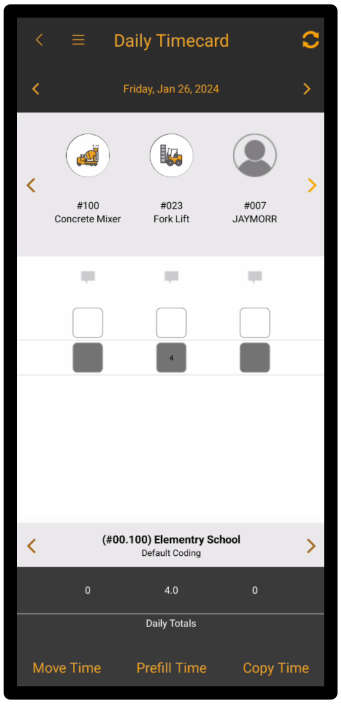


4. Select the piece of equipment to add. Adding multiple pieces of equipment is acceptable. Select All will add all Equipment.
5. Select Done.
6. The Equipment will now be displayed on the Daily Timecard as an option for selection.

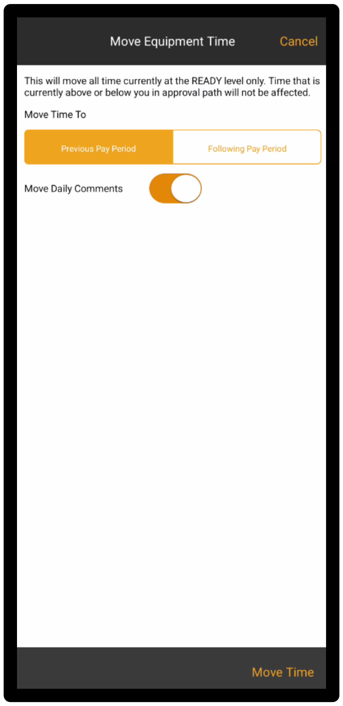
To Move Equipment Time on the Daily Timecard:

Equipment Time may be moved to either the previous or following day. This applies to only Equipment Time that is in the Ready status, meaning Equipment Time that is at the user's level in the Approval Path. This does not apply to time currently below or above the user's level in the Approval Path.

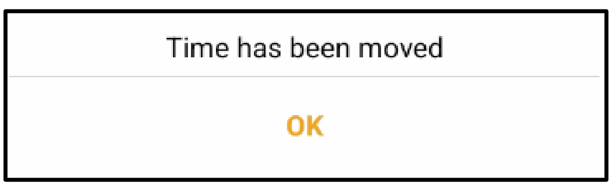
1. Select Equipment Daily Time from the Home Page.



2. Select Move Time.



3. Select Either Previous Pay Period or Following Pay Period.
4. Toggle to Move Daily Comments or not.
5. Select Move Time.

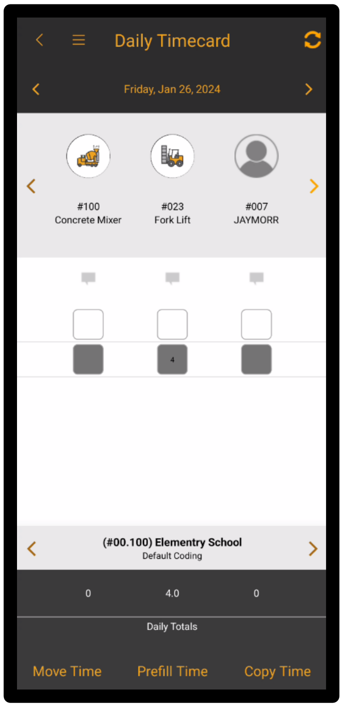


6. Select OK.
7. Select Cancel.

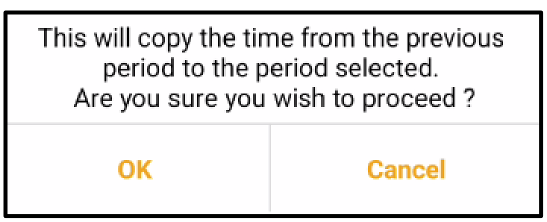
To Prefill Time Using the Daily Timecard View:

Time may be prefilled from a previous day to the day selected.

1. Select Equipment Daily Time from the Home Page.



2. Select Prefill Time.

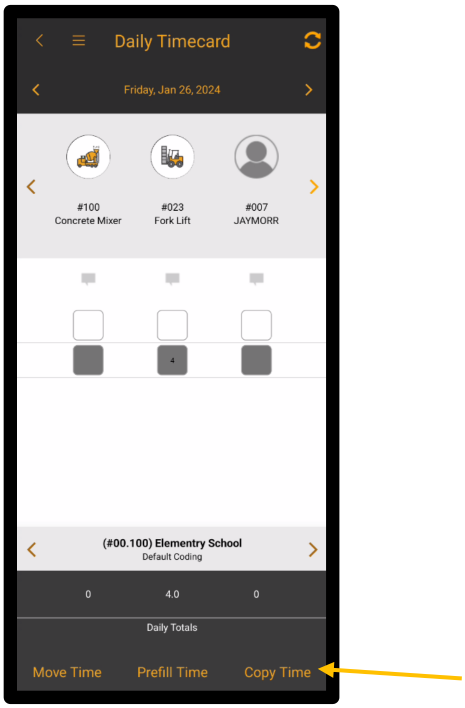


3. Select OK.

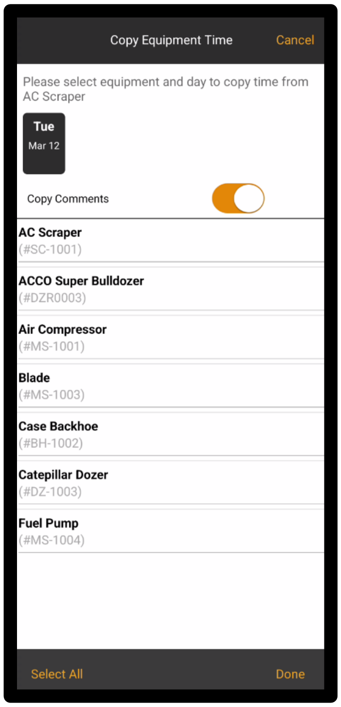
To Copy Time from Once Piece of Equipment to One or More Pieces of Equipment Using the Daily Timecard View:

Time may be copied from one piece of equipment to one or more pieces of equipment.

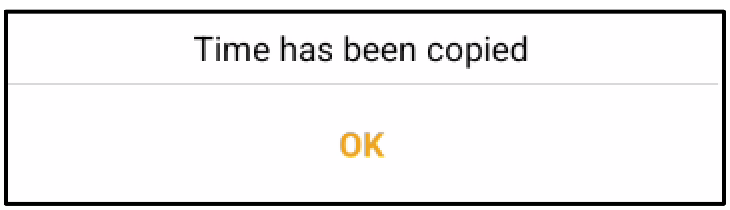
1. Select Equipment Daily Time from the Home Page.



2. Select the Equipment to copy time from, using < or >.
3. Select Copy Time.



4. Select the Date(s) at the top to copy time from.
5. Select the Equipment (one or more pieces) to copy the time to.
6. Toggle Copy Comments to on to copy Comments.
7. **Note:** This will override hours already keyed and bring only the hours being copied. It will not add existing hours to the copied hours.
8. Select Done.



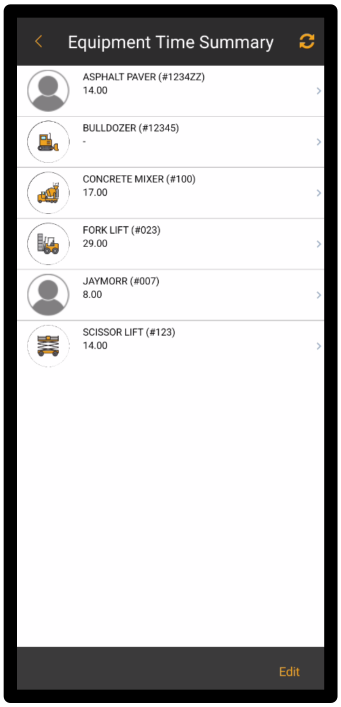
9. Select OK.

Equipment Time Entry

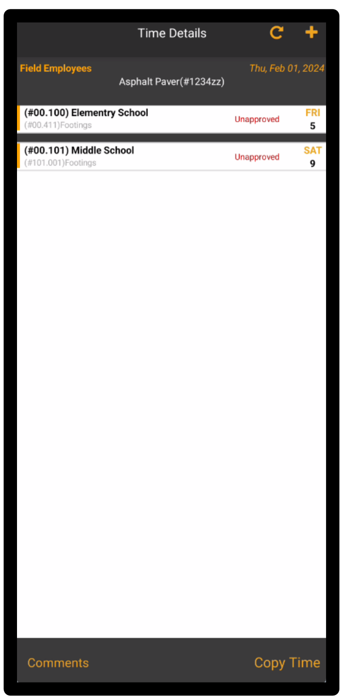
The Equipment Time Entry Page provides an alternative means for entering time. It displays in a list view. Equipment time may be viewed, synchronized, added, edited, and copied for one or more pieces of equipment. This feature may be enabled in the menu settings.

To View Equipment Time from Equipment Time Entry:

1. Select Equipment Time Entry from the Home Page.

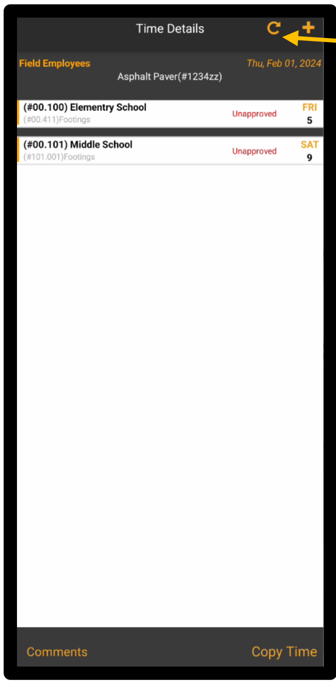


2. Select a specific piece of equipment from the Equipment Time Summary Page. The time for the equipment will be displayed. From this page other features can be accessed.



To Synchronize Time from the Time Entry Details Page:

1. Select Equipment Time Entry from the Home Page.

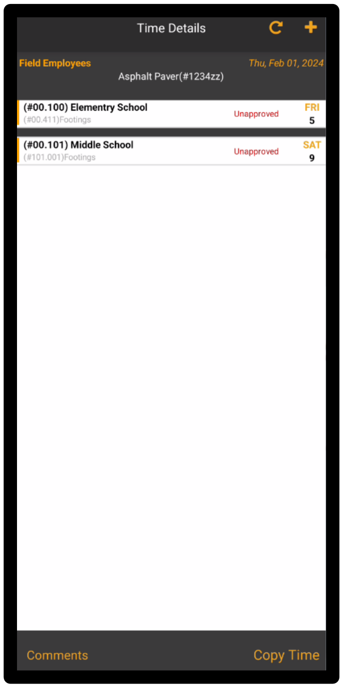


2. Select a specific piece of equipment.

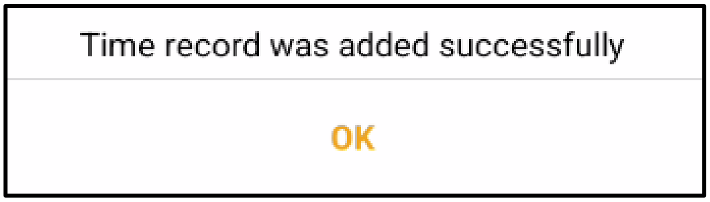
3. Select the Refresh icon from the Time Details Page. This action synchronizes the equipment’s time with the hh2 website.

To Add Time from Equipment Time Entry:

1. Select Equipment Time Entry from the Home Page.



2. Select a specific piece of equipment.
3. Select the Add icon.
4. Select the Date.
5. Select Next.
6. Select the number of Units (hours) for the time.
7. Select Accept.
8. Select the Job.
9. Select the Cost Code.
10. Select Next.
11. Select the Revenue Code.
12. Select Finished
13. Select Add.



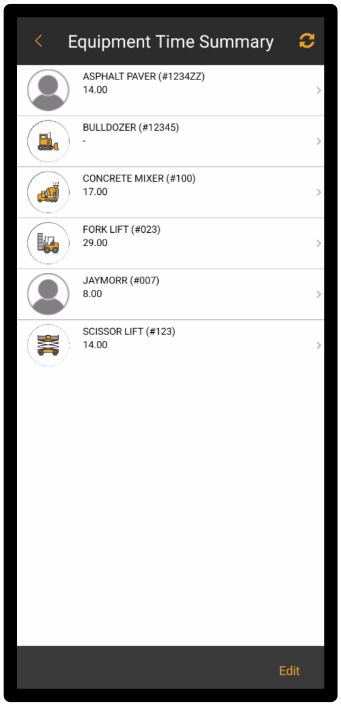
14. Select OK.
15. Select Dismiss.

Note: Equipment Time may be added using the Wizard. The Wizard walks the user through the steps just mentioned.

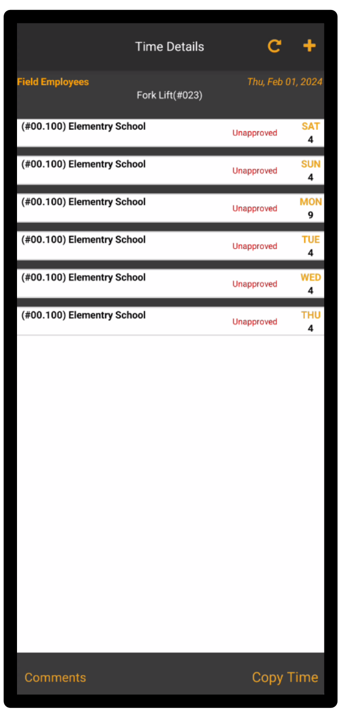
Note: Add will simply add the time to the timecard. Add & Reset will add the time and reset all coding. Reset will reset the coding without adding codes to the timecard.

To Make Daily Equipment Comments from Time Entry:

1. Select Time Entry from the Home Page.



2. Select the piece of equipment that needs comments.



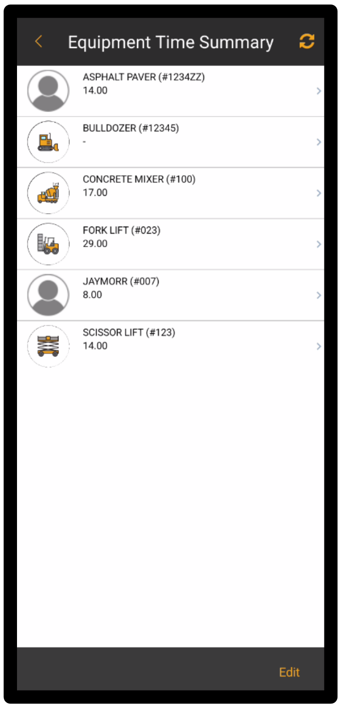
3. Select Comments at the bottom of the page.

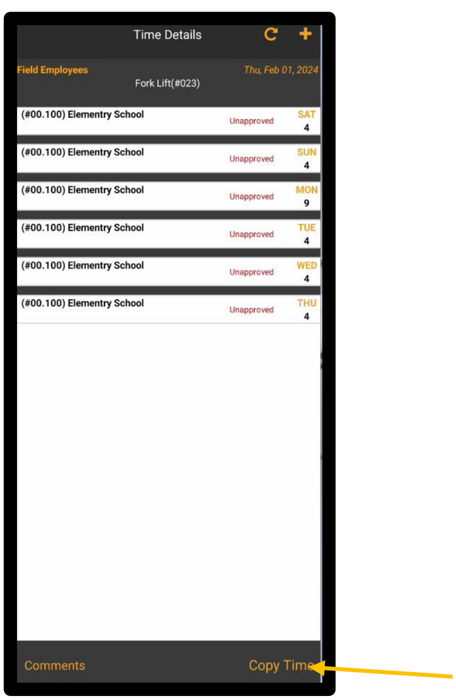
4. Select the Edit Daily Comments  icon next to the date.
5. Enter Comments.

6. Select Save.
7. The Daily Comment indicator will now display in color to indicate there is a comment.

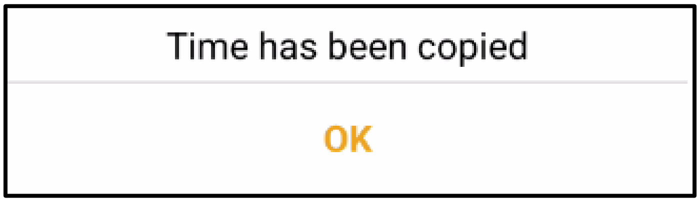
To Copy Time from One Piece of Equipment to Others:

1. Select Equipment Time Entry from the Home Page.
2. Select a specific piece of equipment from the Time Summary Page.





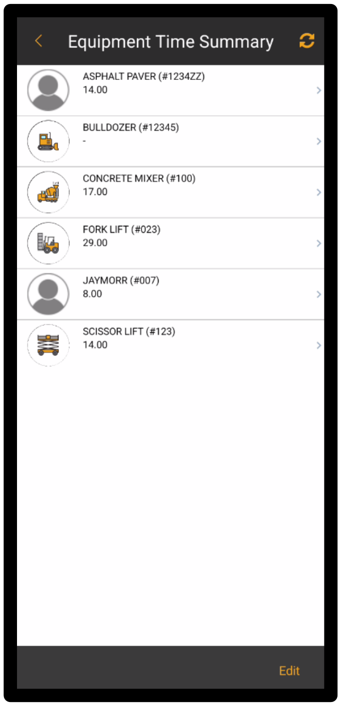
3. Select Copy Time.
4. Select the Date(s) of the time to be copied.
5. Select to Copy Comments to copy Daily comments.
6. Select the equipment(s) to which the time should be copied <u>to</u>. Select All is an option.
7. Select Done.



8. Select OK.

To Edit Time:

1. Select Equipment Time Entry from the Home Page.

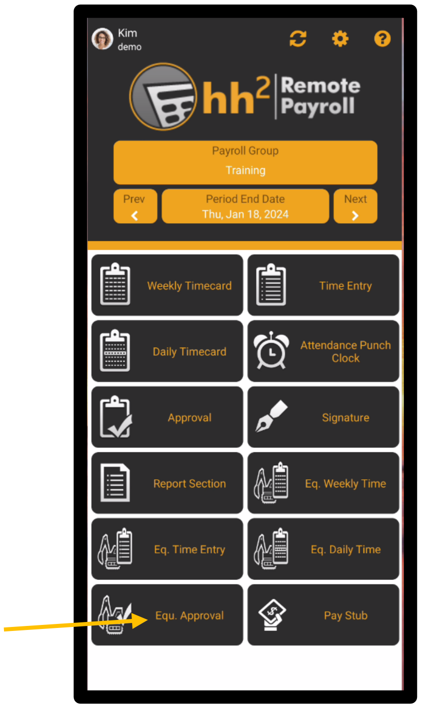


2. Select the equipment item.
3. Select the line of coding or time to be updated.
4. Modify as needed.
5. Select Save.

Note: Edit at the bottom of the page is utilized for adding and removing accessible equipment.

Equipment Approval

The Equipment Approval feature allows Field Supervisors to approve, deny, promote, and reclaim time for equipment one piece at a time, or for all equipment in the Payroll Group(s) by which they are assigned. Additionally, supervisors may view time details and Daily Comments. Equipment Time Approval may be enabled from the Menu Settings. This menu functions similarly to Time Approval, however here the time is for equipment rather than employees.



Understand Timecard Statuses

Once time is entered in the hh2 system, it "moves" through an Approval Path. This path may include a field supervisor, crew manager, or foreman and then the time ultimately goes to the construction company's Equipment Payroll Manager.

The Approval Path is customized and is set up to meet each construction company's needs. Approval Paths are set up by level and user/ job role. For example, a crew manager may enter equipment time at Level 1, the field supervisor may then be at Level 2, and the Equipment Payroll Manager at Level 3.

In order for time to "move" through the Approval Path, individuals at lower levels must first approve time, to move to the next level.

Time may be:

- **Approved:** Indicates the individual at the current level agrees with the equipment timecard information and passes it to the next individual (user/job role) in the Approval Path.

- **Ready:** Indicates equipment time is ready for approval by the current user in the Approval Path.

- **Denied:** Indicates the individual at the current level disagrees with the equipment timecard information and passes it back the individual at the previous level for reevaluation.

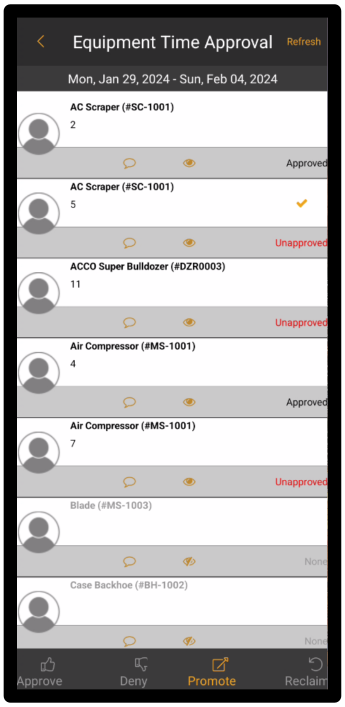
- **Promoted:** Indicates equipment time is skipped to another level in the Approval Path. This may be used when an individual is on vacation and equipment time must be moved along so it does not get bottlenecked in the process.

- **Reclaimed:** Indicates equipment time is brought back to the user's level after approving it. This may be utilized when coding for the equipment time needs to be corrected.

Approving Equipment Time

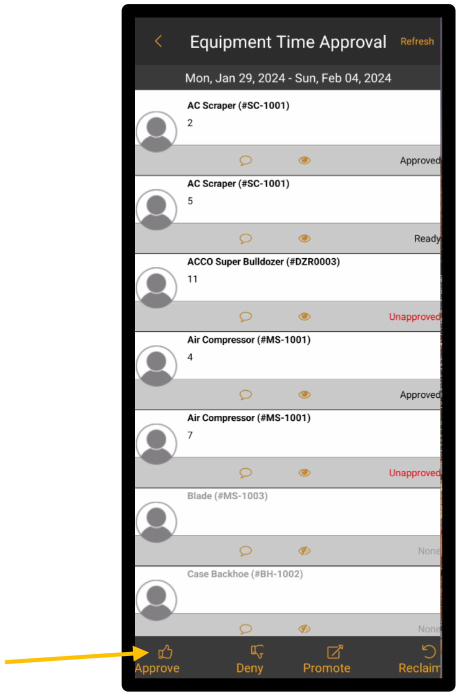
To Approve Time for One or More Pieces of Equipment:

1. Select Equipment Approval from the Home Page.

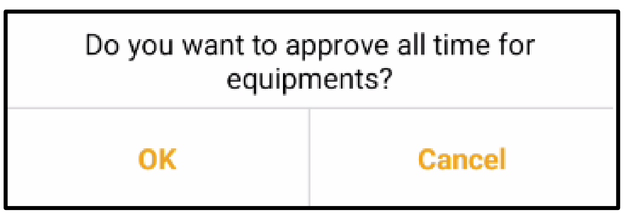


2. If time is entered for the piece of equipment, at the user's level and is ready for approval, it will be indicated by Ready. Unapproved indicates it is at a level below the user and would need to be Promoted for the current user to approve it.
3. Select the Equipment to approve with a check. **Note:** Without checking, all time will be approved.
4. Select Approve at the bottom of the page.
5. Select OK.
6. Select Refresh, as needed.

To Approve Time for All Equipment:



1. Select Equipment Approval from the Home Page.
2. Select Approve at the bottom.



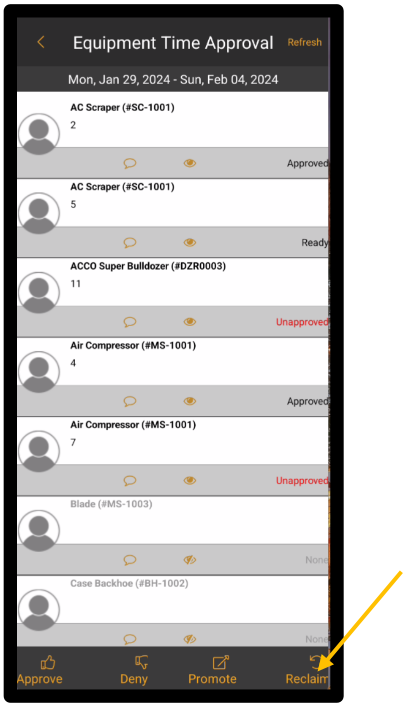
3. Select OK.
4. Select Refresh, as needed.
5. All time for all equipment will be approved.

Reclaiming Equipment Time

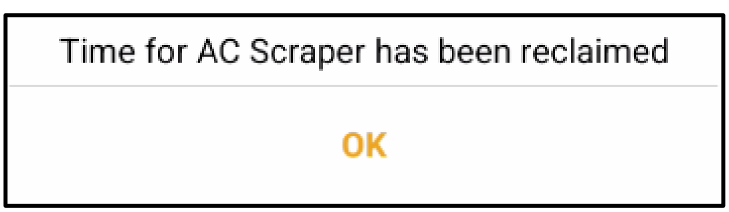
To Reclaim Time for One or More Pieces of Equipment:

Note: Equipment time may only be Reclaimed up until the point when the individual at the next level in the Approval Path has approved the equipment time.

1. Select Equipment Approval from the Home Page.



2. Check the equipment to reclaim (one, some or all pieces that have that are in the Approved status).
3. Select the Reclaim at the bottom of the Equipment Time Approval Page.



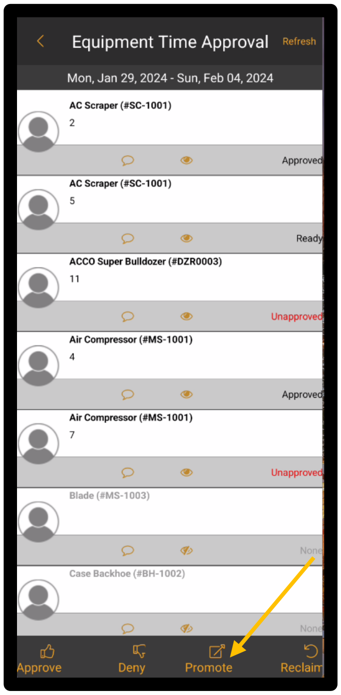
4. Select OK.
5. Time will revert back to the Ready status.

Promoting Equipment Time

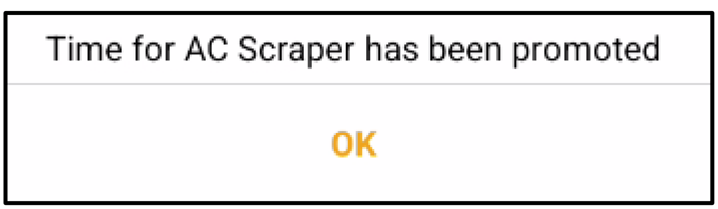
To Promote Time for One or More Pieces of Equipment:

This will promote equipment time from a lower level in the Approval Path to the user's level. **Use Case:** An employee is on vacation and has not yet approved equipment time. Instead of waiting for this time, the user may promote it.

1. Select Equipment Approval from the Home Page.



2. Select the equipment or pieces of equipment that are in an *Unapproved* status.
3. Select Promote.



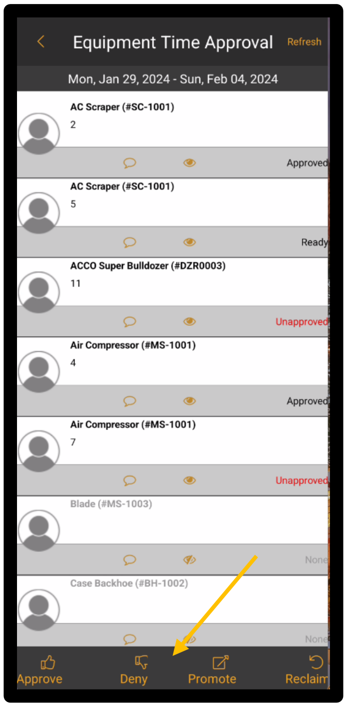
4. Select OK.
5. The equipment time switches to a Ready status.

Denying Equipment Time

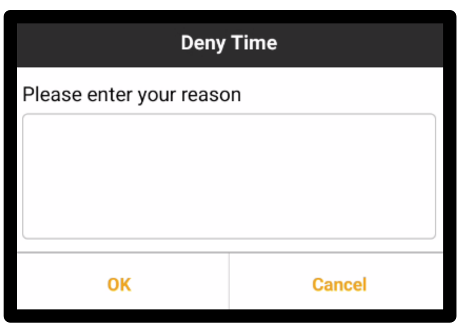
Equipment time may be denied one level below the current approval level.

To Deny Time for One or More Pieces of Equipment:

1. Select Equipment Approval from the Home Page.



2. Select the equipment piece(s) that are in Ready status to be denied.
3. Select Deny.
4. Enter a reason for denial.



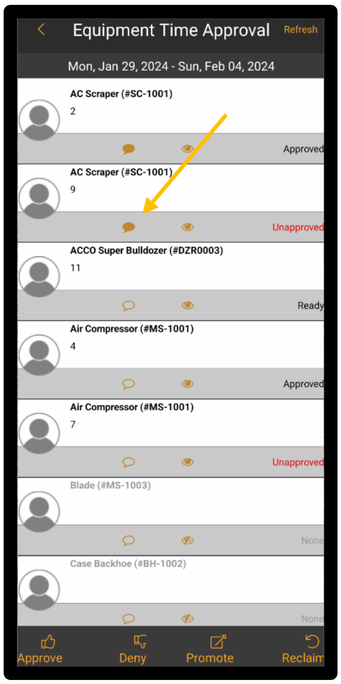
5. Select Ok.

Daily Comments

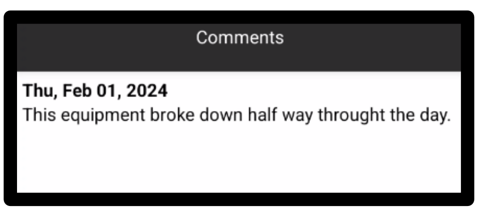
Field Supervisors have the ability to access Daily Comments entered on the equipment timecard. When a Daily Comment is present, the Daily Comments icon will be displayed in color, providing a visual indication.

To View a Daily Comment:

1. Select Equipment Approval from the Home Page.



2. Select the Comments icon to view comments.

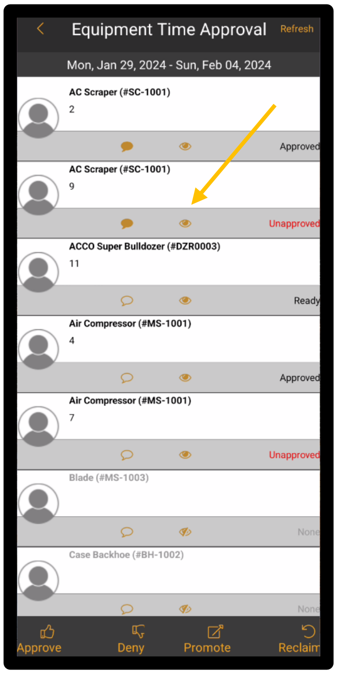


Quick Look

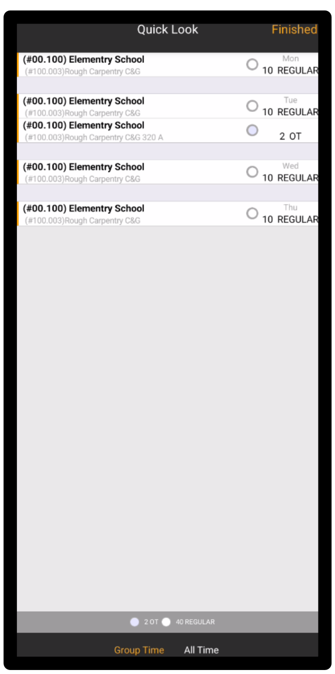
A detailed view of the Equipment time can be reviewed using the Quick Look icon.

To Take a Quick Look at Time:

1. Select Equipment Approval from the Home Page.



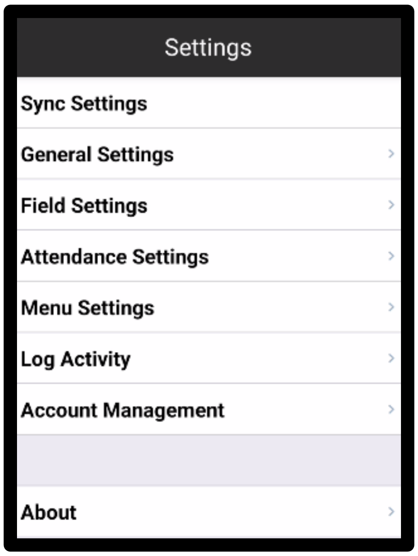
2. Select the Quick Look icon.



Mobile Application System Configuration

Settings

The Settings icon allows the user to gain access to system and/or app settings. Outside of the Sync Settings, all other settings are informational/optional and do not require user configuration in order to start utilizing the app.



Note: If the system administrator has locked certain settings, as indicated by a Lock icon, the user will be unable to manage the setting.

Sync Settings

- Allows the user to begin a synchronization or delete cookies. This feature is recommended on the first install.
- Provides information regarding the accounting system used.

To Run a Manual Synchronization for All Data Accessible to the User:

1. Select the Settings icon from the Home Page.
2. Select Sync Settings.
3. Select Begin Sync.

Note: This will run a full synchronization of all user accessible data. Whereas synchronization from the Home Page or through the mobile application will synchronize data points for that specific page. See Page Specific Manual Synchronization.

General Settings

- The user may select the default week which displays. It may be set to Current or Previous Week. This setting is for the logged in user only.
- The user may select the default day of the week the payroll period ends (Sun-Sat).
- The user may select whether to allow the addition of time in batch form or not.
- The user may select to log all activity or not.
- The user may select the frequency in which to add a signature to a timecard (Daily or Weekly).
- The user may select to automatically use the Time Entry Wizard or not.
- The user may select how frequently to download time records from the server (every 5, 15, 30 or 60 minutes) in the Cache Time field.
- The user may select whether to allow negative time entries.
- The user may select whether to allow managers to view time in Quick View.
- The user may select whether to allow coding to a job that has been closed or not.
- Labor Detail Format is configured on the website (RP>Labor Detail>Settings>set format) and dictates which format will be utilized when the user creates Labor Detail reports.
- The user may select when to delete old time data (every 1, 3, 6, 9 or 12 months).
- The user may select whether to view Job Cost Code information or not.
- The user may select whether to view Equipment Revenue or not.
- The user may select whether to Code to Unstarted Jobs or not.
- The user may select whether to view default Union Class Information or not.
- Select Default Screen allows the user to choose the page that automatically opens when opening the mobile application. For instance, the user may choose Weekly Timecard, and that page will open each time they enter the mobile application.
- The user may select to use Attendance Favorites or not. This feature provides the user with the option to set up default entries for attendance. It is especially useful when users manually enter the same attendance records repeatedly. This must also be set up on either the Weekly or Daily Timecard (whichever option is used)>select the Attendance  icon>select the time (Start, End or Break) to favorite>select the heart icon in the upper corner>select OK.
- The user may select to automatically show the signature upon approval or not.

Field Settings

- The user may select the maximum length of characters allowed in the unit description field (25, 30, 50, 100, 1000).
- The user may select to only code time to a Job Cost or a GL or Department. Thus disallowing the user from coding time to both a Job Cost and GL or Job Cost and Department.

Attendance Settings

Used for construction companies using the legacy Attendance feature.

- Attendance Start and End Times may be set up.
- Break Names may be set up.
- If Multi Day Shifts are available or not.
- How to Round Punches on a time punch (no rounding, quarter hour, half hour or full hour).
- How to Round Breaks for each break (same as shift, no rounding, quarter hour, half hour or full hour).
- Allows for capturing of GPS location or not.
- Allows for capturing of an Attendance Photo or not.

Punch Settings

- How to Round Punches on a time punch (no rounding, quarter hour, half hour, or full hour). Allows the user to choose how time will be rounded upon a time punch.
- Allows for capturing of GPS location or not.
- Allows for capturing of a photo or not upon time punch.

Menu Settings

Turns on certain timecard features that will display on the user's Remote Payroll Home Page. **Note:** Users may drag and drop the menus within this page to determine the order they will be displayed on the Home Page. Those features include:

- Time Entry
- Weekly Timecard
- Daily Timecard
- Punch Clock
- Approval
- Presence
- Signature
- Labor Detail
- Payroll Manager
- Equipment Weekly Time
- Equipment Time Entry
- Equipment Approval
- Equipment Manger
- Pay Stubs Module Active
-

Log Activity

This page is utilized in conjunction with the hh2 Support Team to assist in troubleshooting any syncing issues. From here, the user may:

- Clear logs.
- View errors, success, and other information.

Account Management

- The user may add additional users (if permitted to do so).
- View Identifier and user name, as well other user names.
- On Android devices, the user may log out from here by holding down. On iOS devices users may swipe left on their username and select Delete to log out.

About

- Provides information about the hh2 version logged into.
- Any release notes are published here.

Summary

After the download and synchronization, employees add time via a Weekly or Daily view and/or capture punch time using the Punch Clock feature. Time can be immediately coded, signed, and approved (if the employee is part of the approval process). Field supervisors can also add, code, edit and approve either labor or equipment (if applicable) time. If configured, employees can view their Pay Stubs. Reporting tools can be utilized by field supervisors to check coding and hours entered.

Please submit any comments or issues regarding this documentation to documentation@hh2.com

Change Log

This is the first version of this document, therefore no changes between versions apply.