hh2 User Guide

Pay Stubs

For the Administrator/Manager Role

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Pay Stub Capabilities and Benefits

The Pay Stub Module assists with:

- **Convenient Pay Stub Access:** Provides employees and others with seamless access to pay stubs through the user-friendly hh2 website or mobile applications.

- **Branded Pay Stubs:** Elevates the company's image by uploading and positioning the company logo on pay stubs, while showcasing your brand prominently and professionally.

- **Flexible Line Entries:** Tailor pay stubs to your company's needs with flexible options, including Year-to-Date (YTD) amounts and Fringe benefits, ensuring a personalized and comprehensive overview for employees.

- **Robust Security Controls:** Safeguard sensitive information by creating Security Groups, allowing the construction company to control and restrict access to pay stubs, ensuring data privacy and compliance.

- **Time Management Transparency:** Track and display accruals and decrements of time directly on pay stubs, providing employees with a clear understanding of their leave balances and deductions.

Streamline your pay stub process with these powerful features, enhancing transparency, security, and overall satisfaction for both you and your employees. Let’s get started!

Users that will Benefit from this Guide

- Payroll Managers
- Payroll Administrators

Note: An HR Administrator may also function as an HR Manager.

Note: For security purposes, it is best practice that this guide is not shared with users that do not have access to other employees' Pay Stubs.

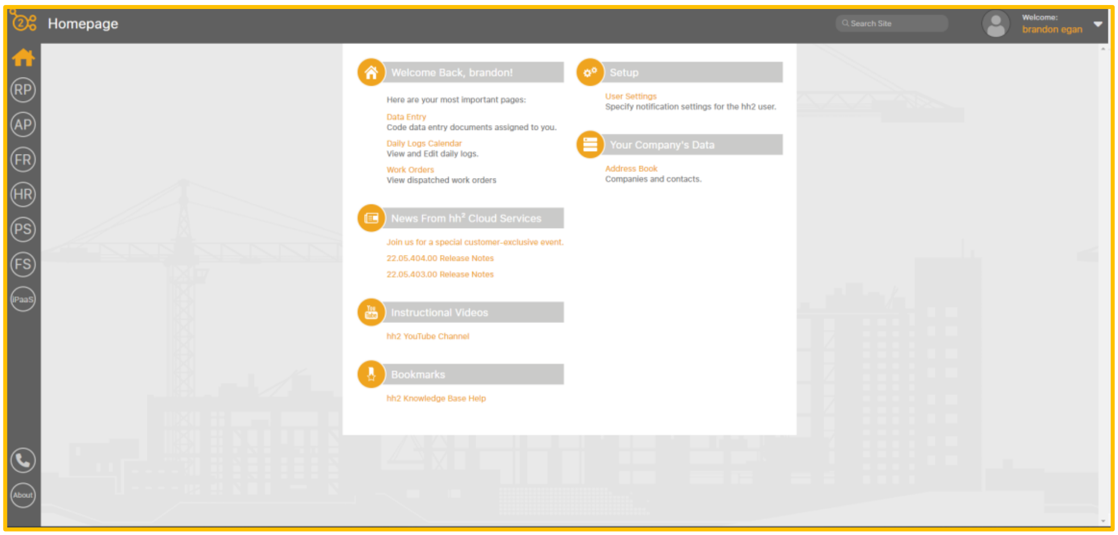
Note: A comprehensive Glossary of Terms is available at the end of this document. It includes hh2 terminology for all product areas and some general industry language.

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

Home Page

Upon log in, the user is brought to the Home Page.

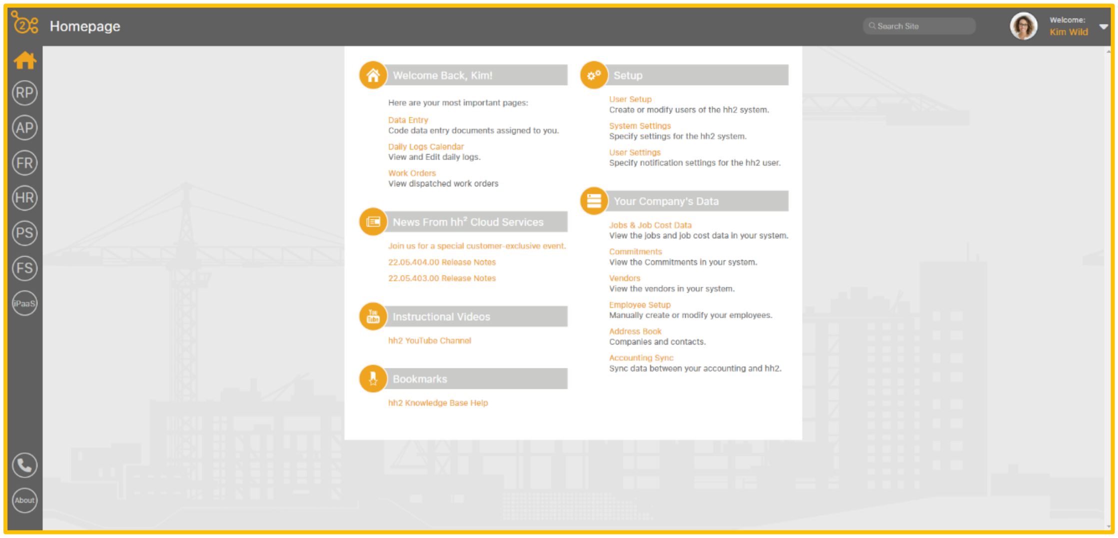
The Home Page will appear differently for different users depending on the modules purchased, the user role, and permissions granted.



This is an example of how the Home Page may appear for a Foreman out in the field.

Note: The Home Page  icon is present on all pages. A colored Home Page icon indicates the user is situated on the Home Page. Use this icon to navigate back to the Home Page.

This is how a Home Page may appear for users such as a manager, with many permissions.



The Modules the user has access to are listed in the left column.

Modules include:

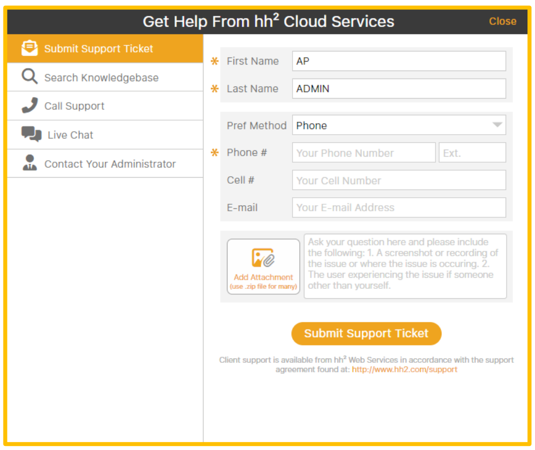
- Remote Payroll indicated by the RP link.
- Document Flow indicated by the AP link.
- Field Reports indicated by the FR link.
- Human Resources indicated by the HR link.
- Pay Stubs indicated by the PS link.
- Field Service indicated by the FS link
- The iPaaS Channel iPaSS link. This channel is for users that synchronize data between the hh2 and 3rd party providers such as Procore, Autodesk and Trimble.

Each link will take the user to the associated module of the hh2 system by clicking on it.

The Phone icon sits below the Module links. The Phone icon is used to reach out to hh2 Customer Support, after the implementation process. When selected, the Get Help From hh2 Cloud Services Page displays.

To Submit a Customer Support Ticket:

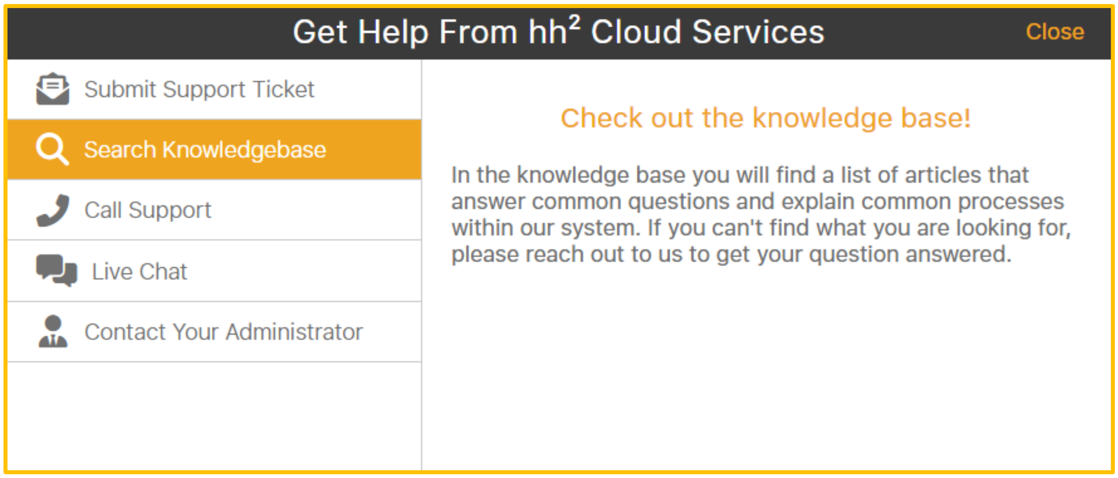
1. Go to the Home Page.
2. Select the Phone Icon.



3. Select the Submit Support Ticket tab in the upper left corner.
4. Enter any information that has not automatically populated from the User Profile.
5. Select Add Attachments if there are supporting documents.
6. Select Submit Support Ticket.
7. A Customer Support Agent will reach the individual using the contact information provided.

To Search the Knowledgebase:

1. From the Home Page, select the Phone icon.
2. Select Search Knowledgebase.

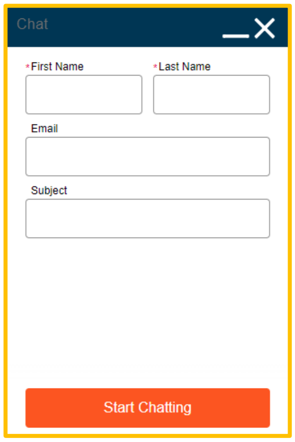


3. Click on the words, "Check out the knowledge base!"
4. Search the knowledge base using key words in the Search field or select a box by product area.
5. Close the browser when complete to return to the Home Page.

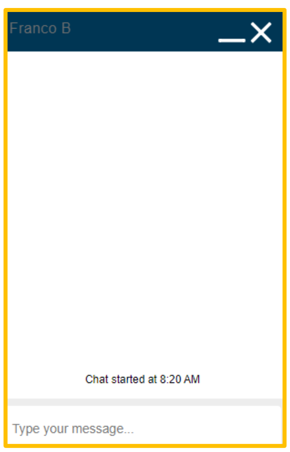
To Contact hh2:

1. Select the Contact Us 

icon at the bottom of any page. This will be displayed for Administrators only.



2. Enter the data requested.
3. Select Start Chatting.



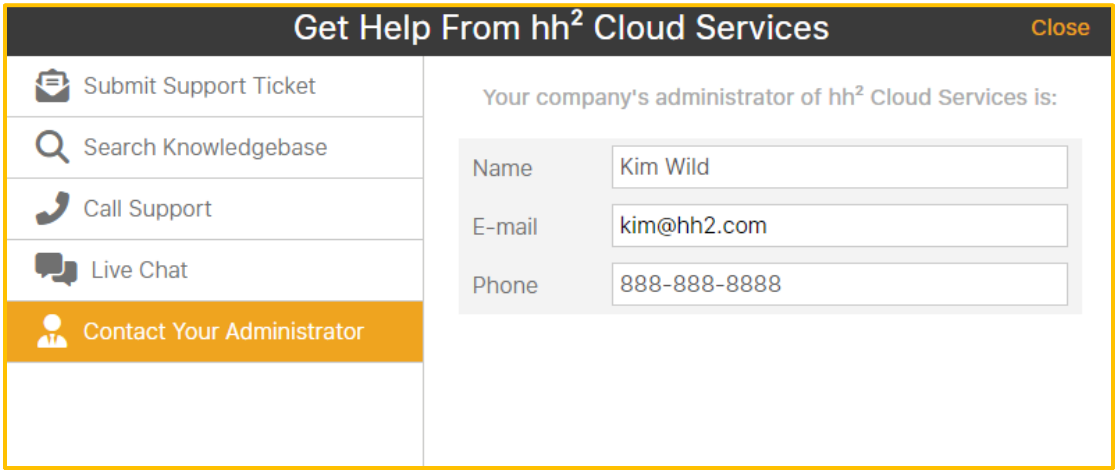
4. Type your message and an expert will reply.
5. When complete, select X.
6. Select Confirm End Chat.
7. Select Close.

Note: Call Support and Live chat are an add on subscriptions available to Pro Support customers and only available to users with System Administrator permissions enabled.

To Contact Your Administrator:

This allows the user to contact the system administrator at the construction company.

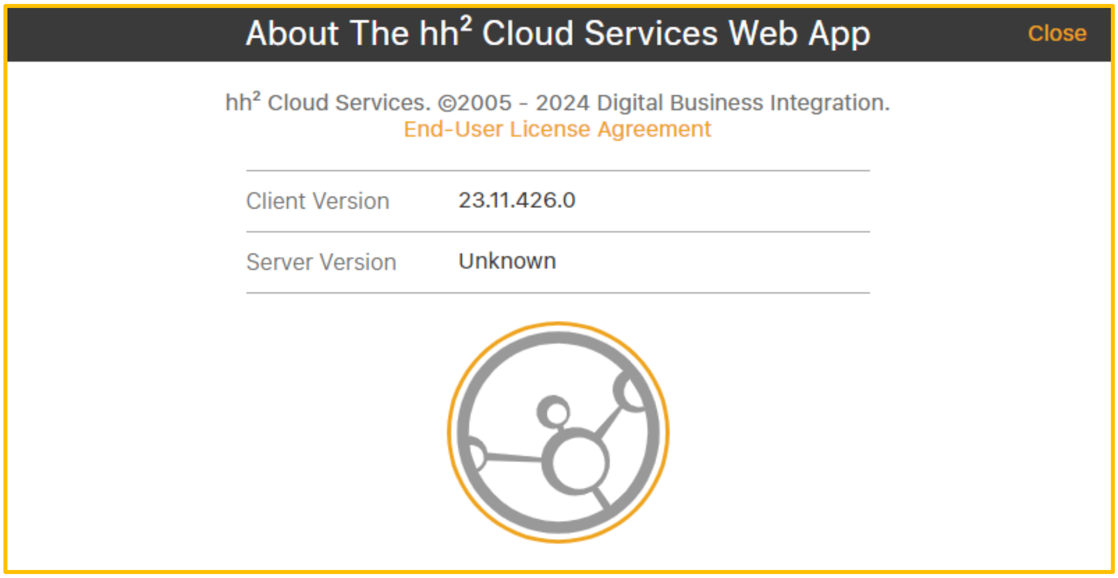
1. From the Home Page, select the Phone icon.
2. Select the Contact Your Administrator tab.



3. The contact information will be provided.

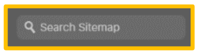
The About Icon:

The About  icon provides the user with version and server information. This is useful information when contacting Customer Support.



The Top Task Bar on the Home Page

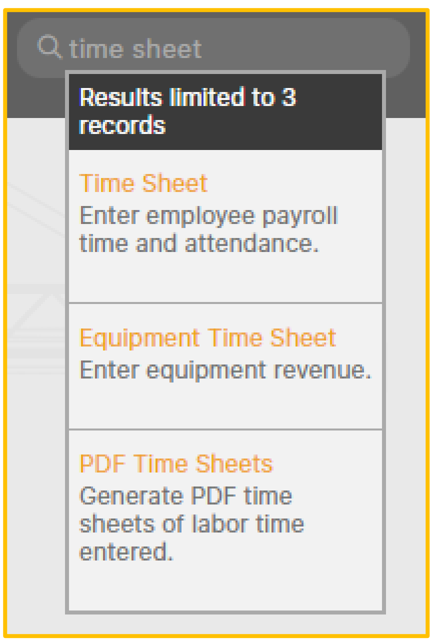
Along the top of the Home Page there are other tools. Those tools include the Search Sitemap tool, the User Avatar, and User Profile Information.

The Search Sitemap 

field allows the user to search for any feature the user has permission to access.

To Use the Search Sitemap:

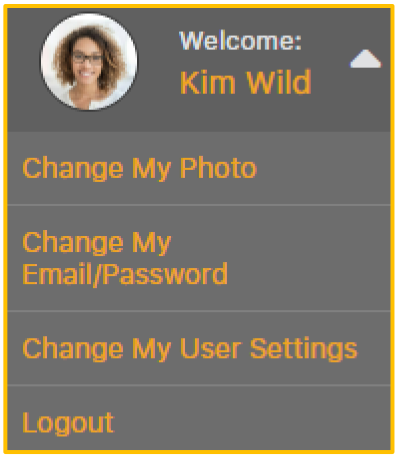
1. Enter a topic or partial topic.
2. The field will auto-populate with potential topics.



3. Select the topic title with a click.
4. The system will automatically navigate the user to the associated hh2 page if permissions are granted to that user.

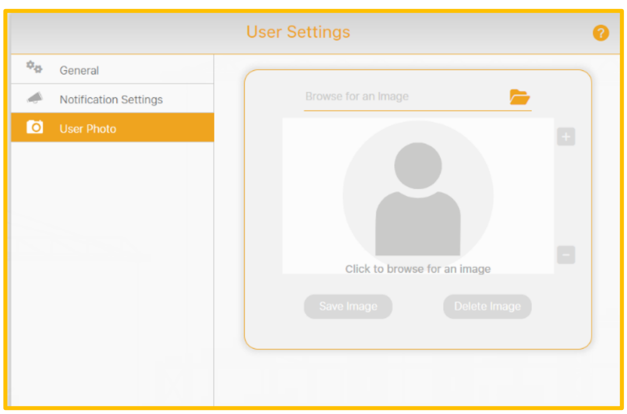
User Avatar:

By clicking on the User Avatar  icon or username, the Profile Data Picklist and associated links appear.



To Upload a Photo:

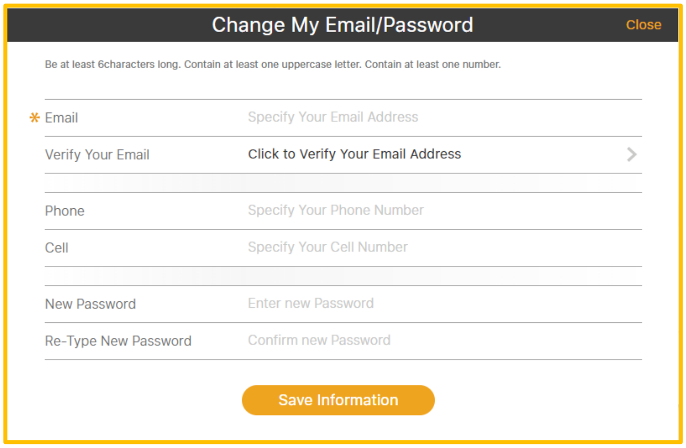
1. Select the User Avatar  icon or username.
2. Select Change My Photo.



3. Select the Folder  icon to browse for an image.
4. Select the file that contains the photo.
5. Select Open.
6. The image can be sized using the + and — icons.
7. Select Save Image.
8. Select Delete Image to delete the current photo.

To Change Email or Password Information:

1. Select the User Avatar  icon or username.
2. Select Change My Email/Password.

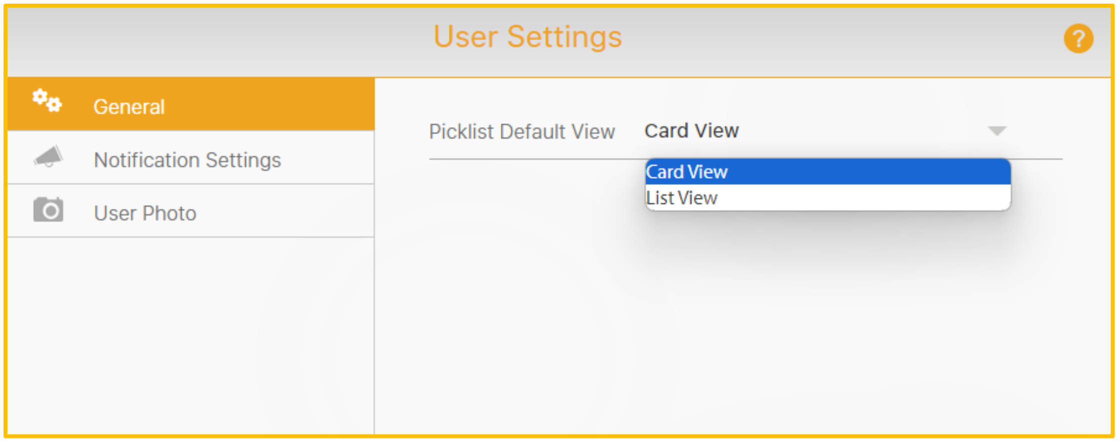


3. Enter the Email and Verify the Email Address.
4. Enter Phone and Cell Numbers. These numbers are used for contact information when submitting a Support Ticket.
5. Enter and Confirm a new password.
6. Select Save Information.

To Change User Settings

User Settings are unique to each user.

1. Select the User Avatar icon or username.
2. Select Change My User Settings.

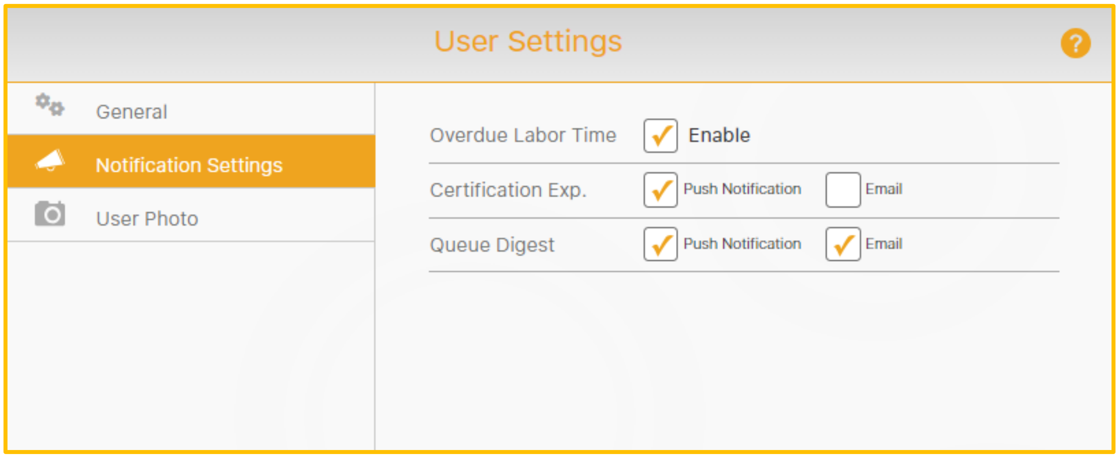


In the **General Tab of the User Settings Page**, users can select their Picklist preference. A Picklist, also known as a dropdown list, is a menu-like interface element often seen in forms and websites, offering users a set of predetermined choices to pick from, enhancing data entry efficiency and uniformity. In hh2 Picklists are either in Card View or List View format. The default is Card View.

To Select a Picklist Preference:

1. Select the User Avatar icon or username.
2. Select Change My User Settings.
3. Select the General tab.
4. Click the Picklist arrow.
5. Select user's preference (either Card View or List View).
6. When the Ajax ✓ icon appears, the selection has been saved.

In the **Notification Settings Tab of the User Settings Page**, users can choose how they wish to be notified of events that relate specifically to their job role. For example, a user in the Admin Role may wish to receive notifications when overtime occurs. Other users may wish to know when certifications expire or when actions related to invoices are required by them. These notifications can occur via push notifications, email, both or not at all.



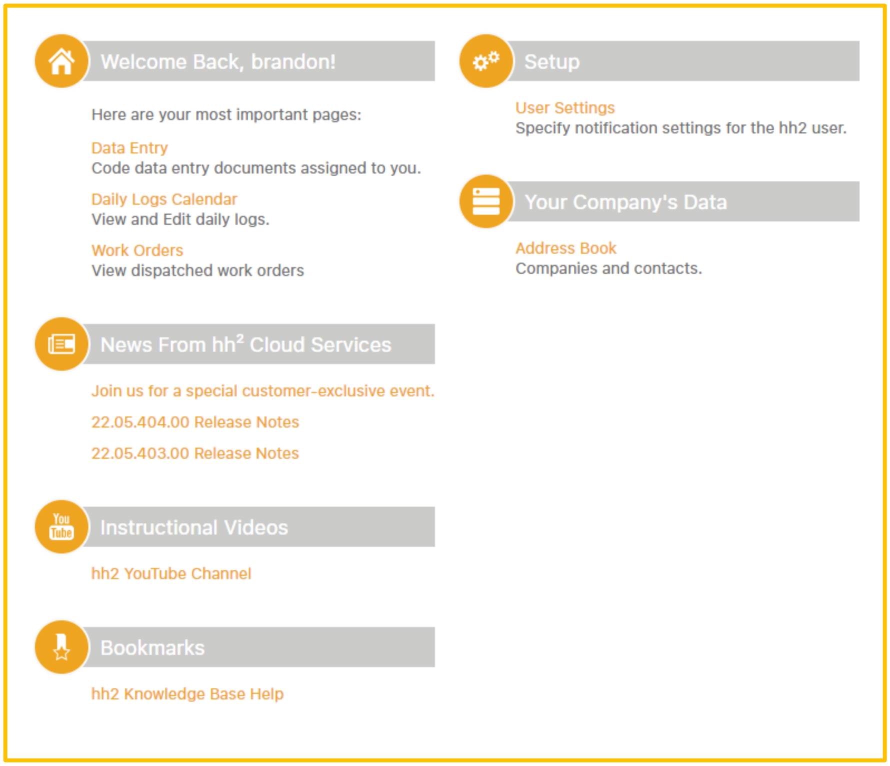
To Set Notification Settings:

1. Select the User Avatar  icon or username.
2. Select User Settings>the Notification Settings tab.
3. Check Overdue Labor Time (if using the Remote Payroll Module) to be notified of Overtime.
4. Next to Certification Expiration, check the preferred method of notification when Certifications have expired (if using the HR Module): Push Notification, mail, both or uncheck for no notifications.
5. Next to Queue Digest, check the preferred method of notification when there are Workflow items in the user's Primary Queue to be approved or rejected: Push Notification, Email, both or uncheck for no notifications. This is used in conjunction with the Document Flow module.

User Photo Tab of the User Settings Page. See To Upload a Photo.

The Middle of the Home Page

The appearance of the Home Page's middle section will vary depending on the modules purchased, user roles, and permissions. Administrators and Managers will experience different functionality on their Home Page than other users.



However, all users will have:

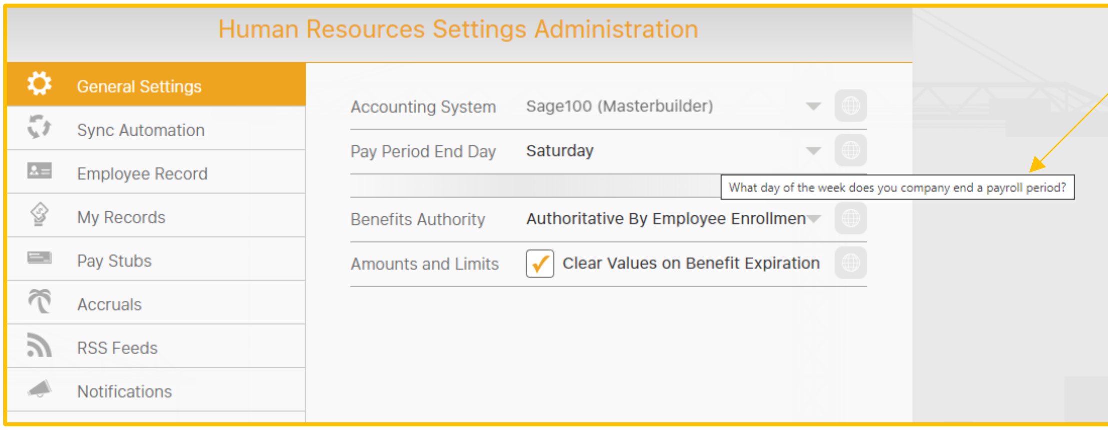
- Their **most important pages**, based on the modules and permissions they use.
- **News From hh2 Cloud Services**, with information on the latest software updates.
- Links to **Instructional Videos.**
- A **Bookmarks** section that allows quick access to important websites.
- A User **Setup** link to set their personal settings.
- **Your Company's Data.**

The Tool Tip

Throughout the system, the Tool Tip can be used to obtain a quick description of the associated item.

To Use the Tool Tip:

1. Hover the mouse over the topic where additional information is needed. In this case, Pay Period End Day. It will turn white.



2. A description will automatically display.

Pay Stubs

Pay Stubs are generated in the accounting system and display in hh2. The purpose of the Pay Stubs module is to allow employees to have online and mobile phone access to their own pay stub. Others, within a Security Group, may also view employee Pay Stubs, such as Manager and Administrators.

System Set Up and Configuration for Pay Stubs

Prior to using the Pay Stubs module, the following set up and configuration is required:

From the Mobile App:

- ✓ Download the My Records app for Pay Stubs on the Mobile App. This mobile app can be found on the hh2 store. Pay Stubs may also be accessed from the Remote Payroll app.

From the Home Page:

- ✓ Employee Setup: Home Page>Your Company's Data>Employee Setup
- ✓ User Setup: Home Page>Setup>User Setup
- ✓ Company Information and Logo information: Home Page>Setup>System Settings>Company Information tab and Company Logo tab

From the Paystub Landing Page:

- ✓ System Settings: PS>Settings>System Settings
- ✓ Security Groups: PS>Configuration>Security Groups
- ✓ Accrual and Decrement Pay Identifier Setup (if accruals and decrements are not set in the accounting system): PS>Configuration>Accruals

From the Remote Payroll Landing Page:

- ✓ Pay Types: RP>Payroll Configuration> Pay Types

Mobile App Set Up

This set up will allow employees to view their own Pay Stubs on either the My Records App or the Remote Payroll Mobile App, in addition to the hh2 website.

To Download the My Records app for Pay Stubs:

1. Go to the hh2 Store.
2. Select hh2 My Records.
3. Select Open.
4. Sign in.

To Download the Remote Payroll app for Pay Stubs:

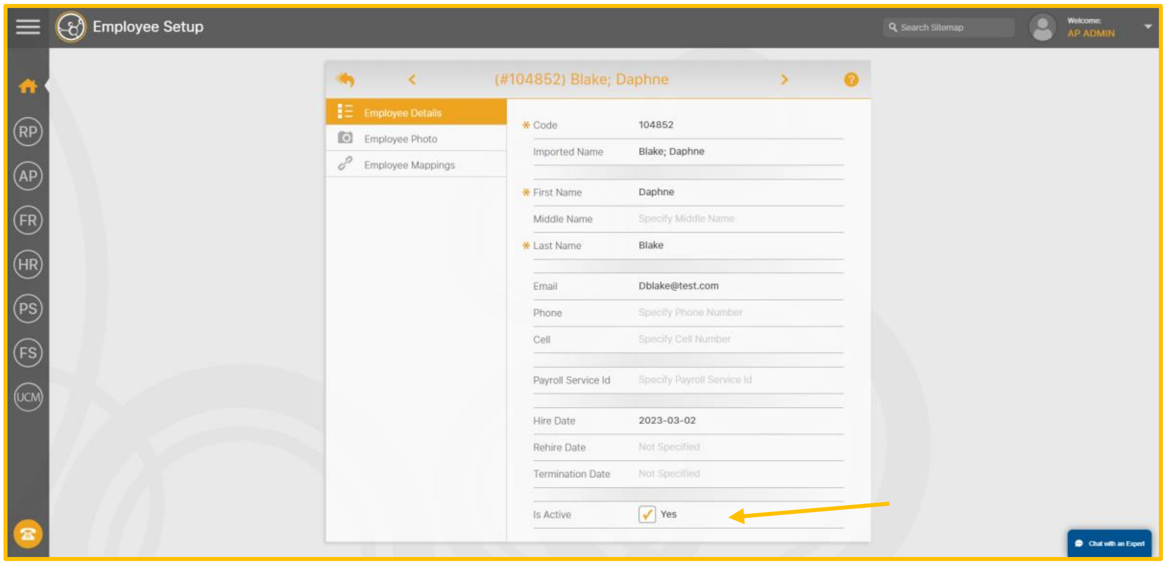
1. Go to the hh2 Store.
2. Select hh2 Remote Payroll.
3. Select Open.
4. Sign in.

Home Page Set Up

Employee Setup from the Home Page:

The purpose of this set up is to ensure the employee is set up in hh2 so employee records synchronize from the accounting system. Likewise, employee records must have an active status and current email address.

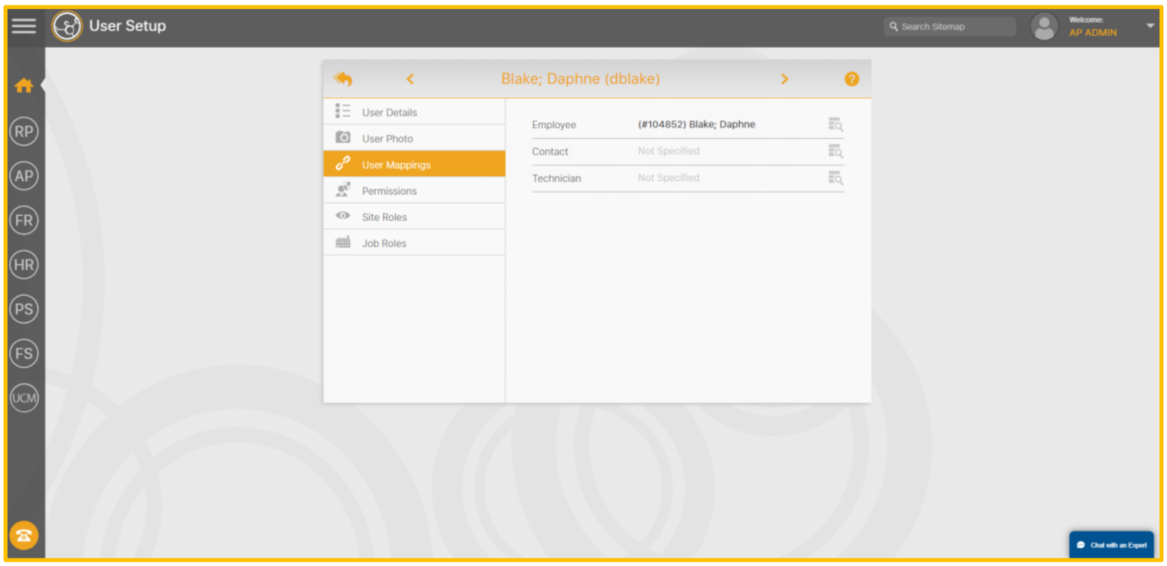
1. First permissions must be granted to access Employee Setup. Navigate to Home Page>Setup>User Setup>specific user>Permissions tab>check Is System Admin?
2. Navigate to Home Page>Your Company's Data>Employee Setup.
3. Select the employee to set up with a click.
4. Select the Employee Details tab.
5. Ensure the employee is set up and is in an active status, with a current email address.



User Setup from the Home Page:

The purpose of this set up is to map the employee to the hh2 system, so they may view their Pay Stub. This mapping action associates the employee record with the user account, enabling users to view their corresponding employee record upon login.

1. First permissions must be granted to access Employee Setup. Navigate to Home Page>Setup>User Setup>specific user>Permissions tab>check Is System Admin?
2. Navigate to the Home Page>Setup>User Setup.
3. Select the User.



4. Select the User Mappings tab.
5. In the Employee field, click on Not Specified.
6. Select the employee from the Select an Employee Master List.

Note: Every user account can only be mapped to a single employee record and vice versa.

Note: This mapping action can also be done from the employee record (Homepage>Your Company's Data>Employee Setup>select employee> Employee Mappings tab> click the Not Specified in the User Account field > select the user account from the Select A User Master List).

Systems Settings from the Home Page:

The company address and logo is set up from System Settings on the Home Page. This information populates onto the Pay Stub.

To Set Up Company Information for the Pay Stub:

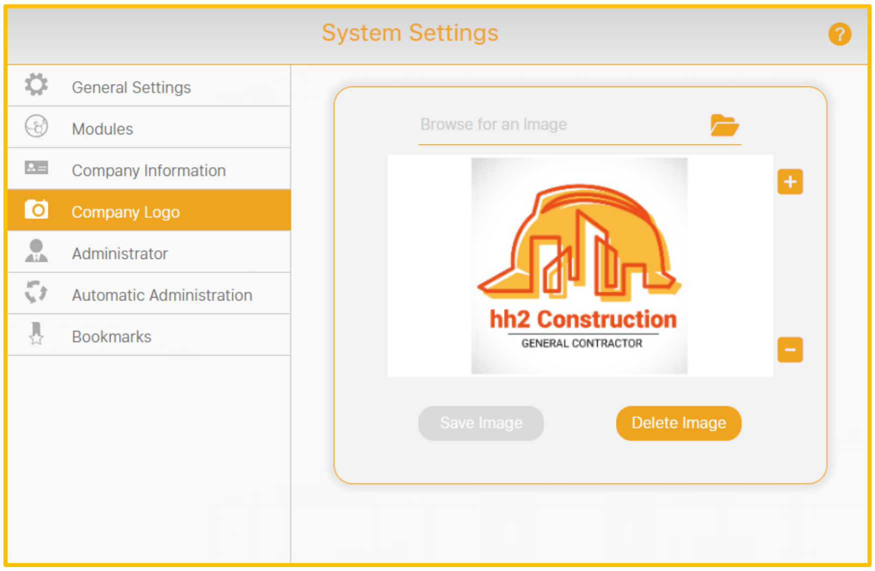
1. First permissions must be granted to access Employee Setup. Navigate to Home Page>Setup>User Setup>specific user>Permissions tab>check Is System Admin?
2. Navigate to the Home Page>Setup>System Settings>Company Information tab.

3. Enter the Company Name, Address, City, State, Postal Code, Country, and Company Phone Number.

To Upload a Company Logo:

A company logo must be uploaded in order for it to display on the Pay Stub. The company logo is uploaded from the Company Logo tab.

1. First permissions must be granted to access Employee Setup. Navigate to Home Page>Setup>User Setup>specific user>Permissions tab>check Is System Admin?
2. Navigate to the Home Page>Setup>System Settings>Company Logo tab.



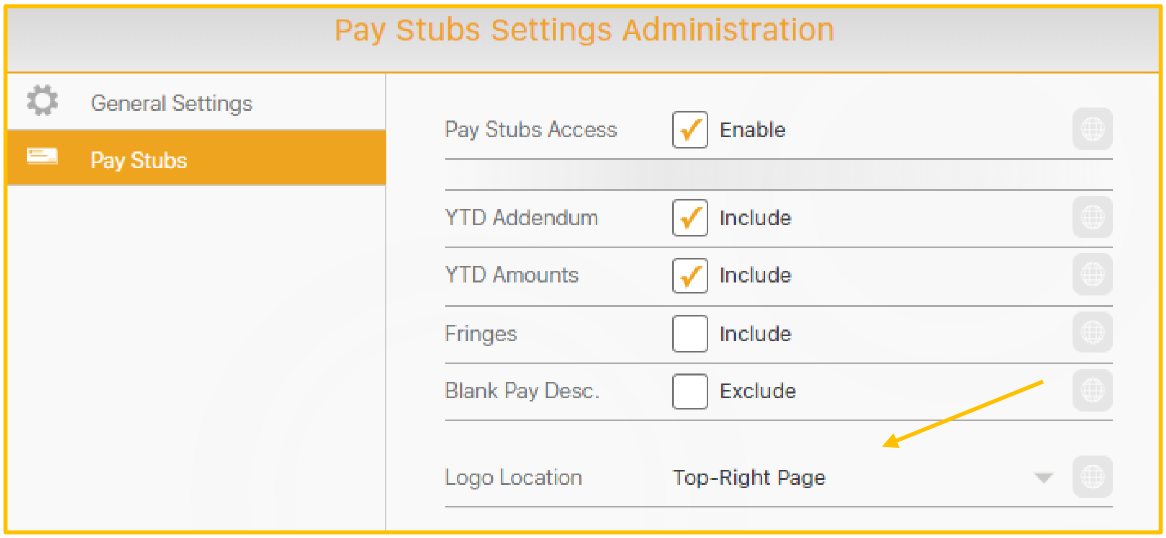
3. Select the Folder icon.
4. Select the image.
5. Select Open.
6. Select Save Image.

Pay Stub Settings Set Up

To Set the Placement of the Logo on the Pay Stub:

This feature allows the construction company to choose the location of their logo on the Pay Stub.

1. First permissions must be granted to access Employee Setup. Navigate to Home Page>Setup>User Setup>specific user>Permissions tab>check Is System Admin?
2. Navigate to PS>Settings>System Settings>Pay Stubs tab.



3. Select the Logo Location from the Picklist (Not Displayed, Top-Right Page, Center Page, Bottom Center Page).

Other Pay Stub System Settings:

Other settings on the Pay Stubs Settings Administration Page require set up for Pay Stubs to function properly.

1. Navigate to PS>Settings>System Settings.
2. Select the General Settings tab and ensure the correct accounting system is selected. **Note:** This setting cannot be changed if it is incorrect. Please contact Customer Support for assistance.
3. Select the Pay Stubs tab and select Pay Stubs Access to enable Pay Stubs.
4. Check any of the following to display, or uncheck to not display on the Pay Stubs:

- YTD Addendum (creates an additional page at the bottom of the Pay Stub)

- YTD Amounts (to have Year to Date Total Pay and Year to Date Deductions display, along with their corresponding amounts). The amount will only be displayed if the YTD Addendum is enabled. **Note:** By selecting this option, an addendum page will be created at the bottom of the Pay Stub to display the YTD Amounts.

- Fringes (to have the employer paid portion of the employee's benefits, such as health care costs). **Note:** By selecting this option, an addendum page will be created at the bottom of the Pay Stub to display the Fringe information.

- Blank Pay Description: (to prevent balances for Pay Types without descriptions from displaying on the Pay Stub).

Security Group Set Up and Configuration

The purpose of Security Groups is to provide certain users with the ability to see other employee Pay Stubs. Security Groups may be turned on or left off.

Normally when an employee logs in, they can only see their own Pay Stub. Security Groups provide the Payroll Administrator and others with the ability to access employee Pay Stubs. To access Pay Stubs, the user must be set up in a Security Group within the system. **Note:** Security Groups can also be established in the HR module to provide access to employee records.

Navigation: PS>**Configuration**>**Security Groups**

There are two key steps for setting up Security Groups for Pay Stubs.

1. **Global Password Set Up:** This is a separate password in addition to the Administrator's own log in password. It is utilized when organizations have multiple Administrators, and only certain Administrators should have access to the Security Group Setup. This provides a means to create security around Pay Stubs.
2. **Create a Security Group:** Create a Security Group and assign Administrators and Managers to the group. This determines which Administrators/Managers will have access to the Pay Stubs for employees also assigned to the Security Group.

To Set Up Global Password:

1. First to access this page, the Administrator will require permissions granted from the Home Page>Setup>User Setup>select user>Site Roles tab>HR Admin must be checked.
2. Navigate to PS>Configuration>Security Groups. When the Administrator navigates here for the first time, a Global Password must be established to access the Security Group Setup.

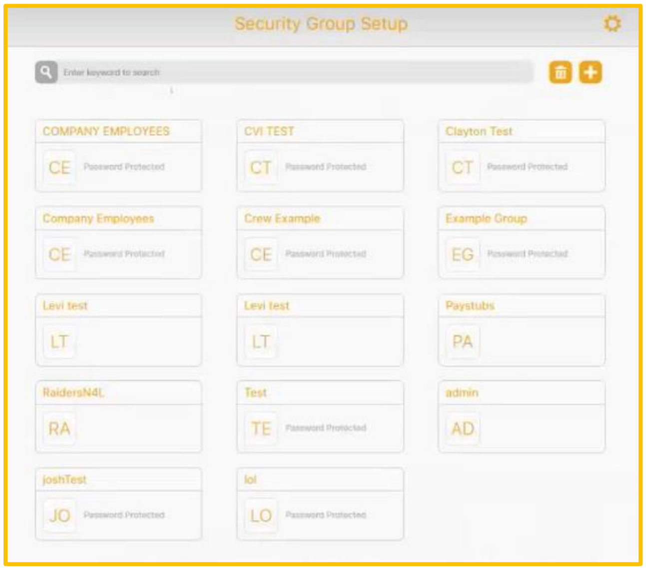
   

   Enter a password in the Create A Password field. This password will be used for Security Group setup. The password is case sensitive.
3. Select Set Password. This password allows access to the Security Groups.

Note: If this password needs to be reset, please contact Customer Support.

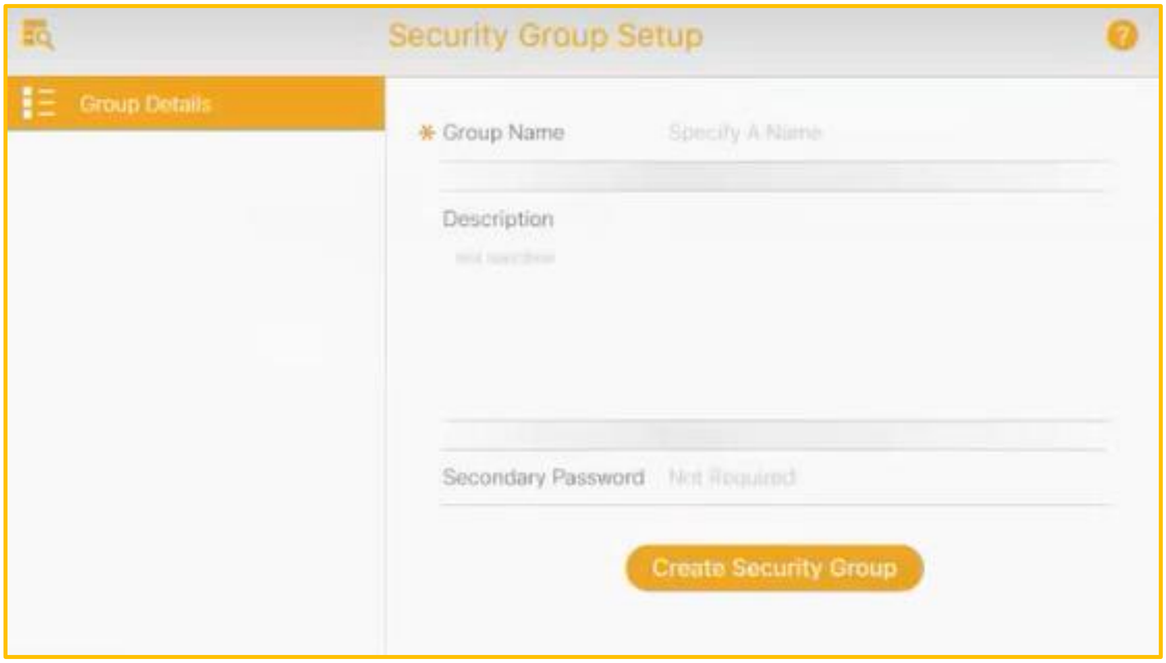
To Create a Security Group:

Once the Global Password has been established and authenticated, the Security Group Setup Page displays.

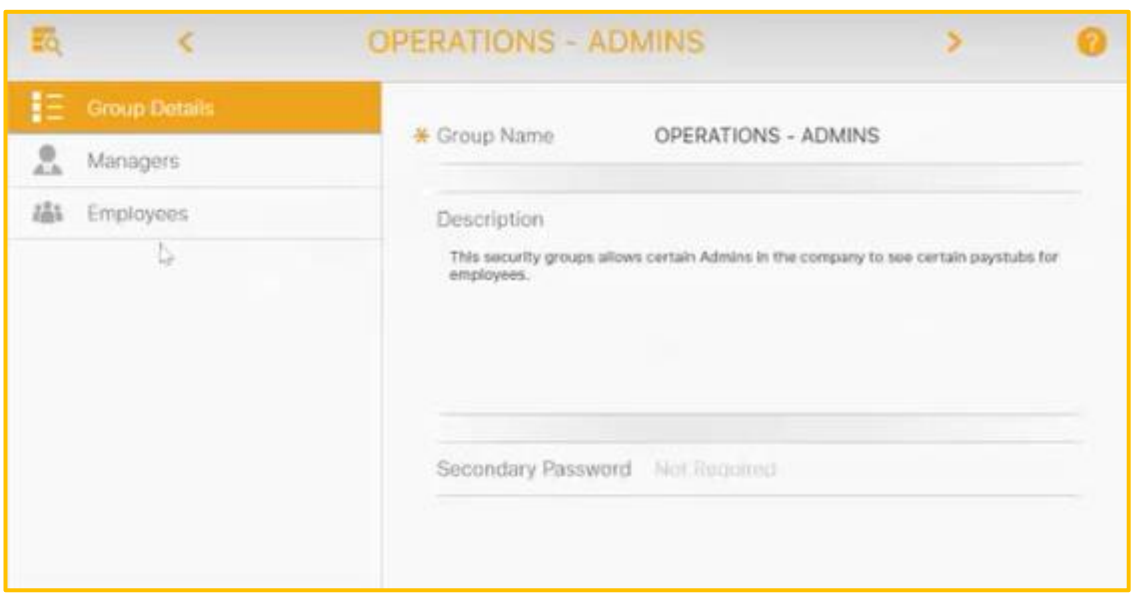


To Add a Security Group:

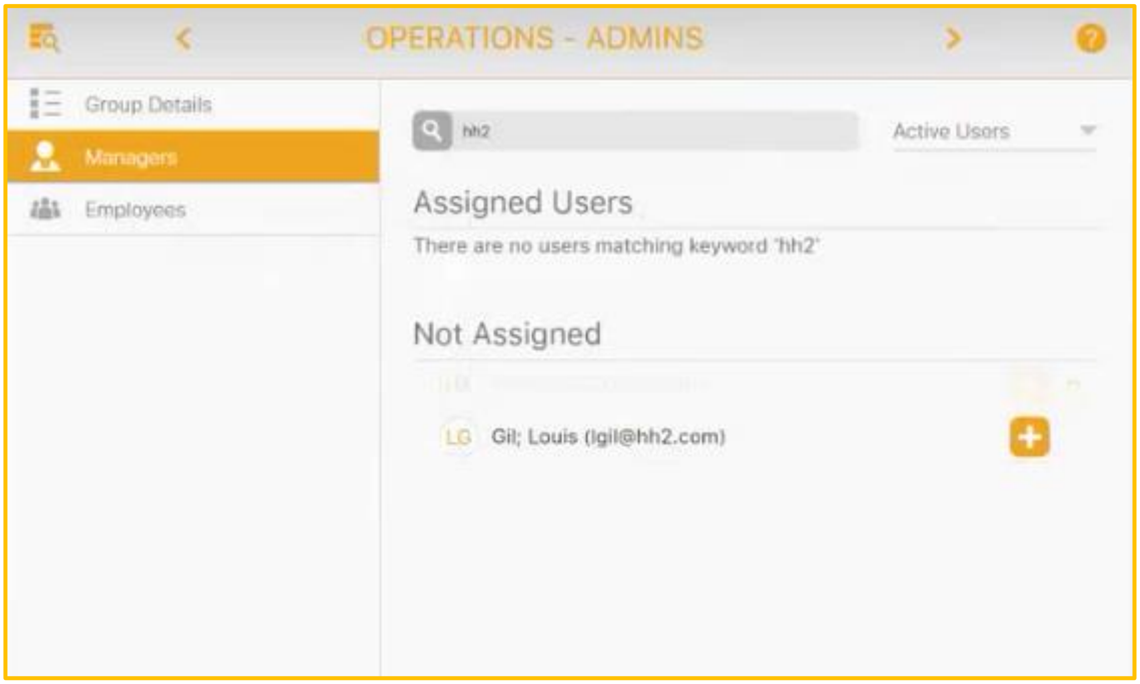
1. Select the Add + icon on the Security Group Page.



2. Enter the Group Name.
3. Enter a Description of the Security Group (not required).
4. Select Create Security Group.
5. After Create Security Group is selected and the page refreshes, two additional tabs (Managers and Employees) are added to the Security Group Page.

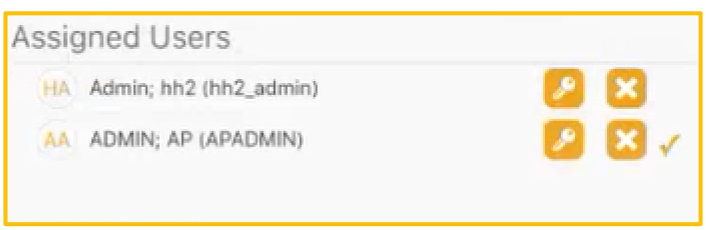


6. Managers are individuals with access to the Pay Stubs, and Employees represent the employees in the Security Group for which Managers can view Pay Stubs. Select the Managers tab.



7. Select the Add icon to add Managers that have access to employee's Pay Stubs within this Security Group. Once the Managers are added, their name will move from Not Assigned to Assigned Users. **Note:** Managers can be a part of more than one Security Group.

8. Once listed under the Assigned Users, the Key icon will display adjacent to the user's name. This controls which permissions the user will be granted for the Security Group. **Note:** If the HR module is set up, there will be many options related to the HR module.



9. Select the Key icon.

10. For the Pay Stubs module Employee Accruals and Employee Salary/Pay will display. **Note:** Any HR related permissions will be grayed out.
11. Check the permissions to grant.
12. Select Close.
13. Repeat this process for each Manager in the Security Group.
14. Next, employees must be added to the Security Group. These are employees in which Pay Stub information can be viewed by Manager members of the Security Group. Select the Employees tab.
15. Select the Add icon next to each employee's name. This moves the employee from the Unassigned Employee section to the Assigned Employee section and consequently to the Security Group. Alternatively, *Assign All* can be selected, which will assign all employees to the Security Group.
16. Similarly, *Remove All* will remove all employees from the Security Group and the Remove icon will remove each employee from the Security Group.

Note: This process gave the Managers listed in the Assigned Users section the ability to view Pay Stubs for the Employees listed in the Assigned Employees section.

Use Case: This can be set up by department to give department managers access to their own employees' Pay Stubs within a Security Group. This feature provides the construction company with flexibility for viewing Pay Stubs.

Accruals

Navigation>**PS**>**Configuration**>**Accruals**

Time can be accrued in different ways. For some companies, time is accrued based on tenure. For instance, employees with 5 years of tenure with a company may receive 5 weeks of vacation time. Another common way to accrue time is based on the amount of time (hours) worked. For instance, one hour of vacation may be accrued for every 20 hours worked.

In relation to the hh2 system, accruals are managed in two different ways:

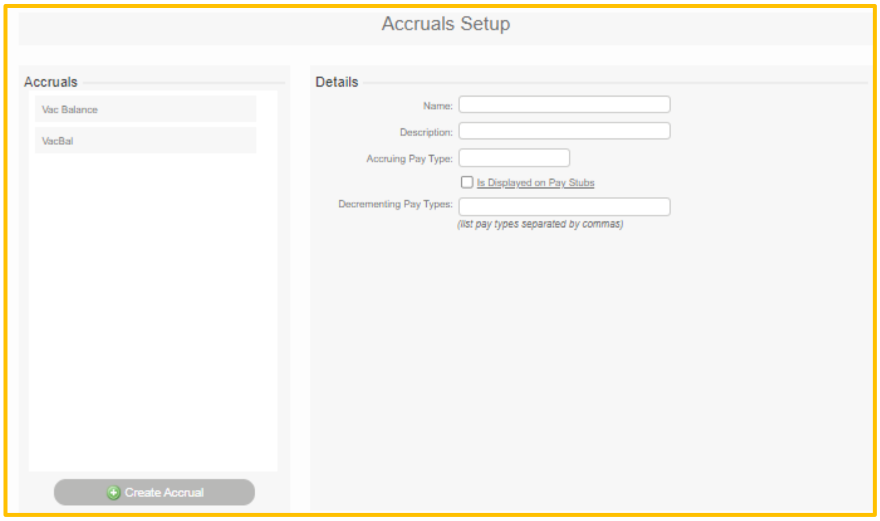
- Some accruals are set up in the ERP accounting system based upon formulas and accrue with YTD (Year to Date) totals. These accruals can be displayed on hh2 Pay Stubs, as long they are set up correctly in the ERP accounting system.

- If accruals are not set up in the ERP Accounting system, hh2 provides an alternative means to view the accrual. This set up occurs once. Accrual balances can be viewed in the Employee Record in hh2. This is set up in Navigation>PS>Configuration>Accruals.

To Set Up Accruals Using hh2's Alternative Method:

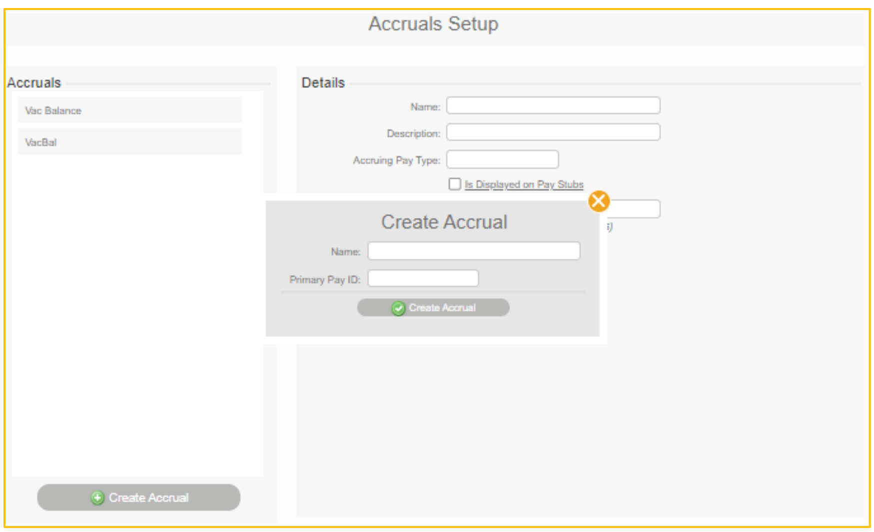
1. First permissions must be granted to set up Accruals. Navigate to the Home Page>Setup>User Setup>select specific employee>Site Role tab>check HR Admin.

2. Navigation>PS>Configuration>Accruals.



3. Determine which Pay Ids (from the accounting system) represent incrementing and the decrementing time.

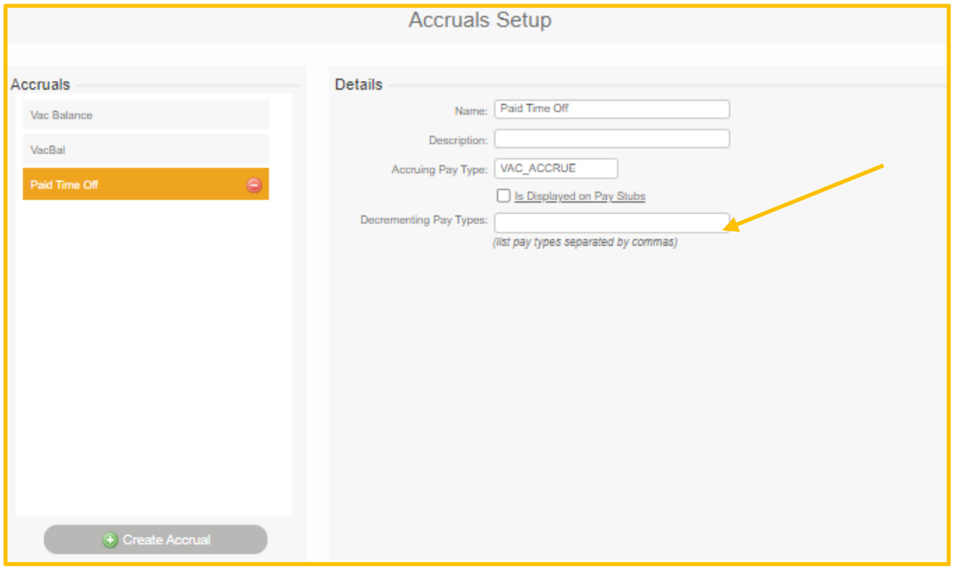
4. Select Create Accrual.



5. Enter the Name of the Accrual (Such as Paid Time Off) in the Create Accrual window.

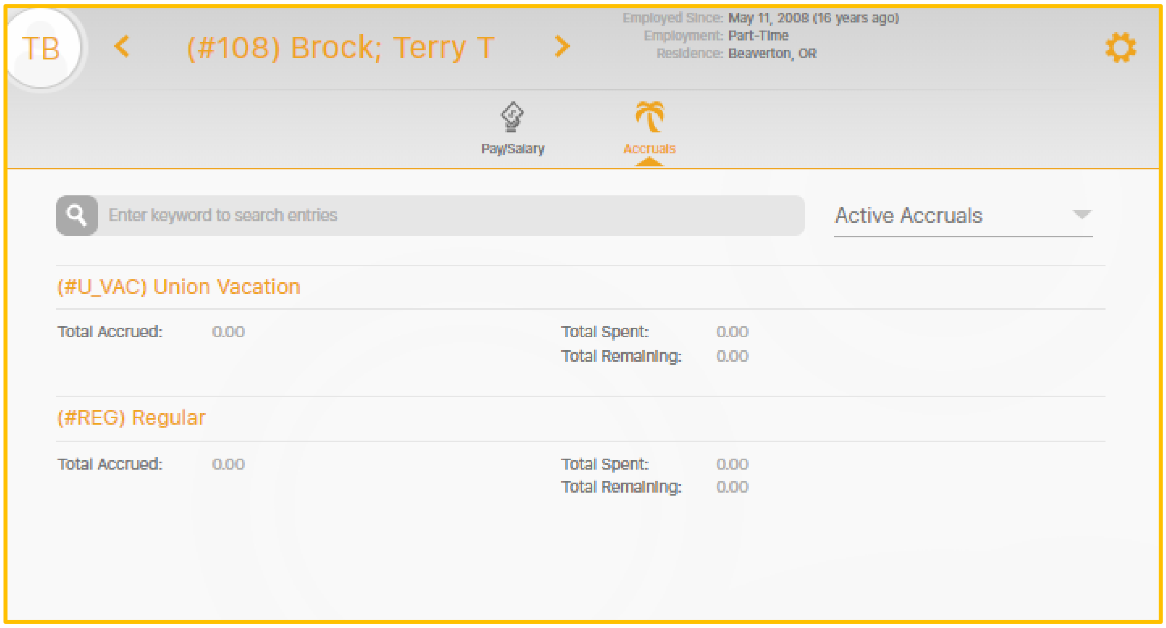
6. Enter the Primary Pay Identifier (Accruing Pay Type Code from the accounting system). For instance, if the Pay Type called Paid Time Off is set up in the accounting system as #1, then the user will enter #1 in this field.

7. Select Create Accrual in the Create Accrual window.



8. On the Accruals Setup Page, enter the Pay Type Code (from the accounting system) used to subtract when time is taken in the Decrementing Pay Types field. For instance, Paid Time Off Taken.

9. This set up will allow for Total Accrued, Total Spent and Total Remaining to be displayed on the Employee Record (HR>General>Employee Records>specific employee>Accruals  icon-> may be needed to locate the icon). Here employees or managers can view the accrued time. Alternatively, employees can view Pay Stubs from PS>General>My Pay Stubs or in the My Records or Remote Payroll mobile apps.



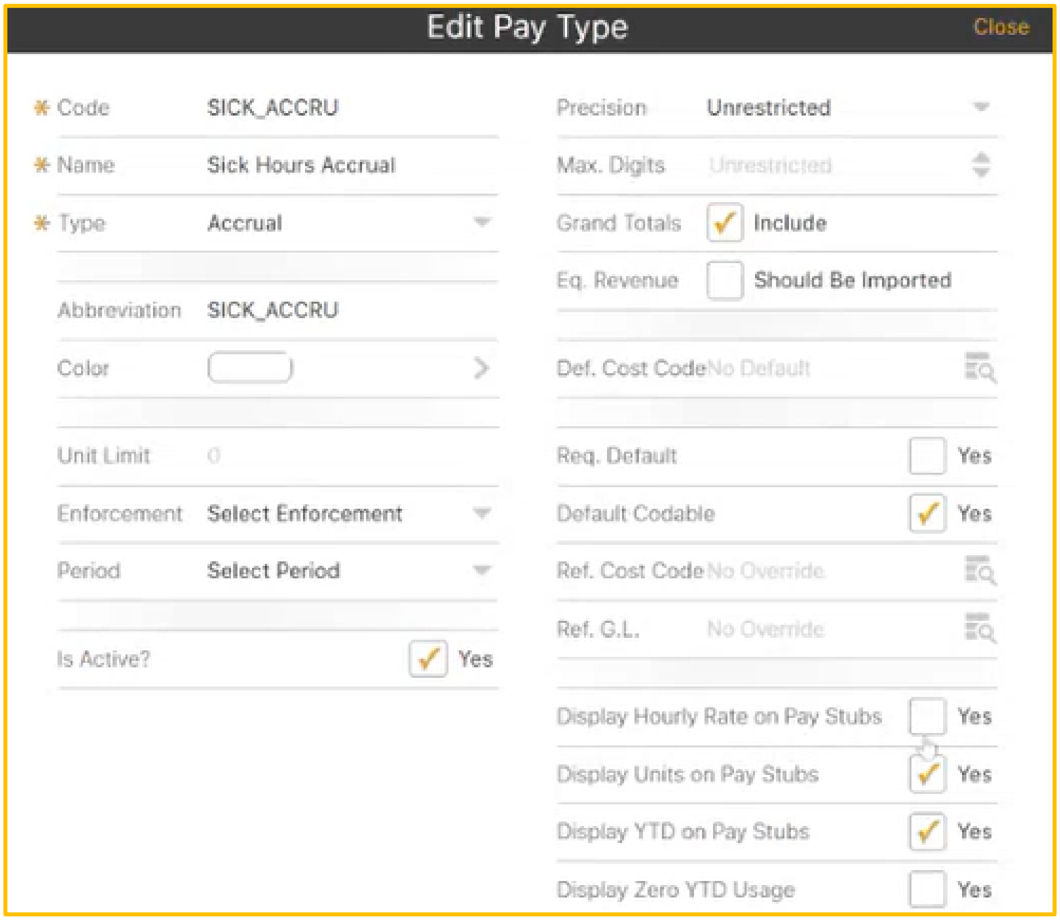
Notes:

- This information comes from the Employee Record Pay Table in the accounting system.
- Accruals are only as accurate as the last posting date of payroll in the accounting system. Current time accrued or taken will not display until payroll has been exported to the accounting system.
- The Pay Stub accruals display YTD units for Time Posted to the employee. Depending upon if employees have rollover time from the prior year, this may cause a differential in balances to display between the PS and HR numbers.

Pay Type Settings Set Up:

Pay Types within hh2 must also be configured for Pay Types to display on the Pay Stub.

1. Navigate to RP>Payroll Configuration>Pay Types>specific Pay Type.



2. If the Hourly Rate for the Pay Type should be displayed on the Pay Stubs, check the Display Hourly Rate on Pay Stubs box. The rate will be displayed at the top of the Pay Stubs.
3. Check Display Units on Pay Stubs to display the Units at the top of the Pay Stubs.
4. Check Display YTD on Pay Stubs if YTD Amounts for the Pay Type should display on the Pay Stubs. It will be displayed at the bottom of the Pay Stubs.
5. The Display Zero YTD Usage setting will display zero YTD units under the YTD section at the bottom of the Pay Stub if the employee has an amount of zero units for the Pay Type.
6. Select Close.

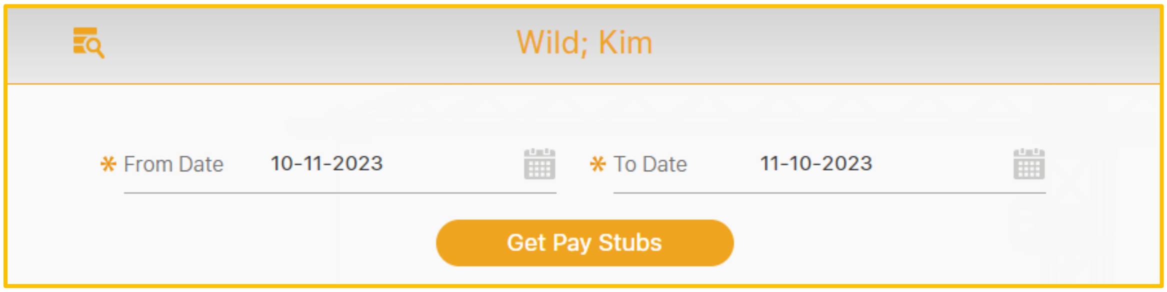
Note: Alternatively, uncheck to not display corresponding information on the Pay Stub.

Viewing Pay Stubs

Once the system has been set up, Pay Stubs can now be viewed by Managers (added within a Security Group) and employees.

How Managers Can View Pay Stubs:

1. A Manager can then access Pay Stubs for the employees in their Security Group.
2. Navigate to PS>General>Employee Pay Stubs.



3. Select the employee from the Pay Stubs Page.
4. Select the Date Range using the Calendar  icons.
5. Select Get Pay Stubs. Pay Stubs for that period will display.

A Pay Stub Example:

hh2 Demo Company

940 North 1250 West, Centerville, UT, 84014

HOURS		RATE	EARNINGS		OTHER PAY				PAY PERIOD
REGULAR	OVERTIME		REGULAR	OVERTIME	BASIS	RATE	AMOUNT	DESCRIPTION	
					32.00	22.50	720.00	REGULAR	11/3/2023-11/10/2023
									GROSS PAY
									720.00

FRINGES THIS PERIOD						TOTAL FRINGES
401K M	36.00					36.00

DEDUCTIONS THIS PERIOD										TOTAL DEDUCTIONS
DDCK	562.00	401K	36.00	HEALTH	50.00	FWH	36.00	MED	7.20	158.00
SOC	10.80	UTSWH	18.00							

EMPLOYEE INFORMATION	YEAR - TO - DATE TOTALS				ACCRUALS	NET PAY
(#122) Wild; Kim	GROSS	36,033.75	FICA	900.97	Regular HRL-1,573.00	562.00
	FWH	1,801.79	SWH	900.94		

hh2 Demo Company

940 North 1250 West
Centerville, UT 84014
801-683-7880

DATE
11/10/2023

hh2 Construction
GENERAL CONTRACTOR

DESCRIPTION	AMOUNT
DDCK	562.00
NET PAY	562.00
TOTAL DEPOSIT	562.00
CHECK AMOUNT	0.00

DEPOSITED FOR:
Kim Wild
Demoville, CA 90027

Direct Deposit Notification

2023 YTD Pay Units

REGULAR HRLY	1573.00 units	$35,392.50
OVERTIME 1.5	19.00 units	$641.25
VACATION TAKEN	0.00 units	$0.00
HOLIDAY PAY	0.00 units	$0.00
STANDARD	0.00 units	$0.00

2023 YTD Taxes/Deductions

401K	$1,801.78
FWH	$1,801.79
HEALTH	$2,250.00
MED	$360.43
SOC	$540.54
UTSWH	$900.94

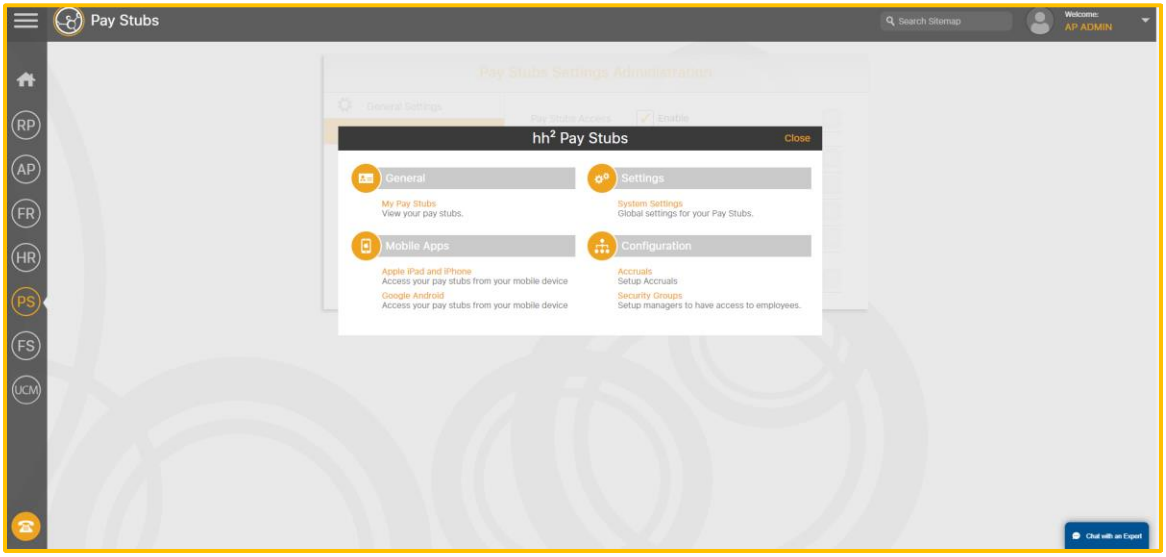
2023 YTD Fringes

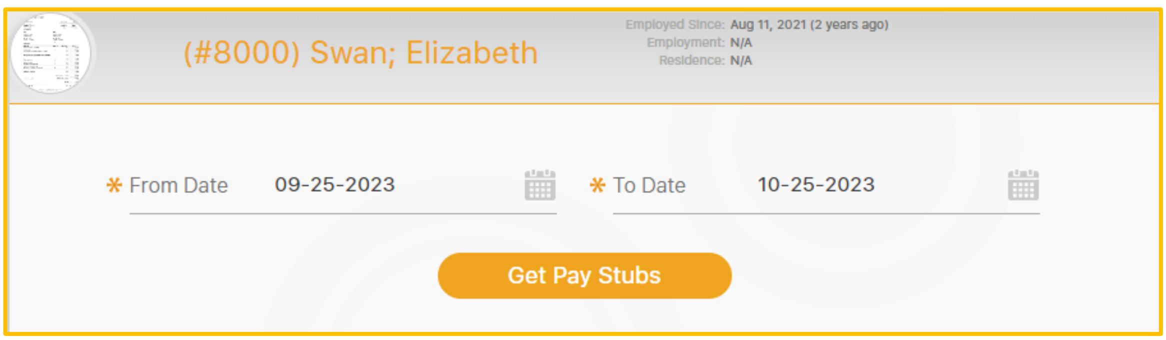
401K M	$1,801.78

How Employees Can View Their Own Pay Stub:

Note: Employees can only view their own Pay Stub.

1. Navigate to PS>General> My Pay Stubs



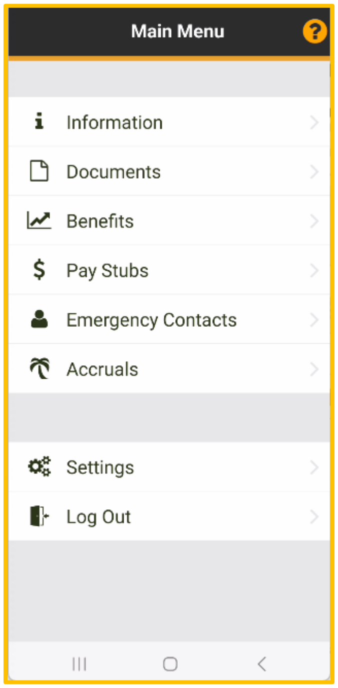


2. Enter the From Date and To Date period.
3. Select Get Pay Stubs.
4. Pay Stubs for that period will display.

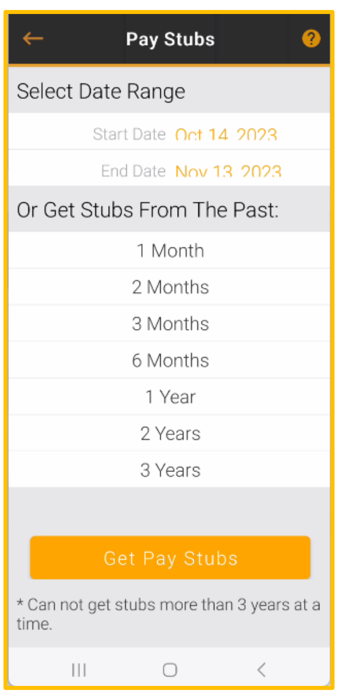
Mobile Apps

Pay Stubs can be viewed from the downloaded hh2 Remote Payroll or My Records application. This is an example of the process from an Android phone. Also see the user guides for the Remote Payroll and My Records mobile applications.

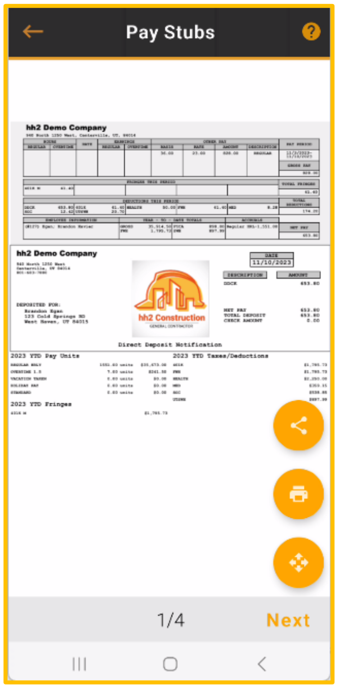
1. From the Main Menu from the My Records app, select Pay Stubs.



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



3. Select Get Pay Stubs.

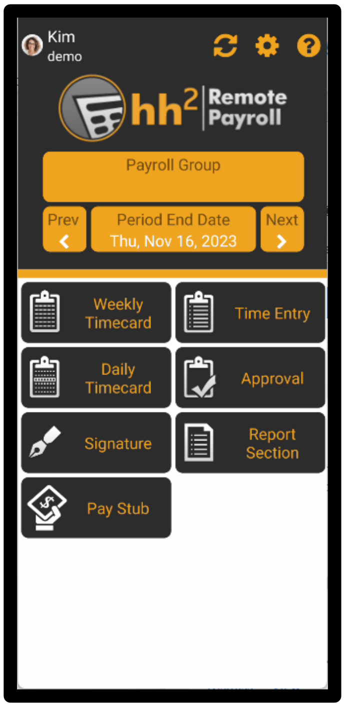


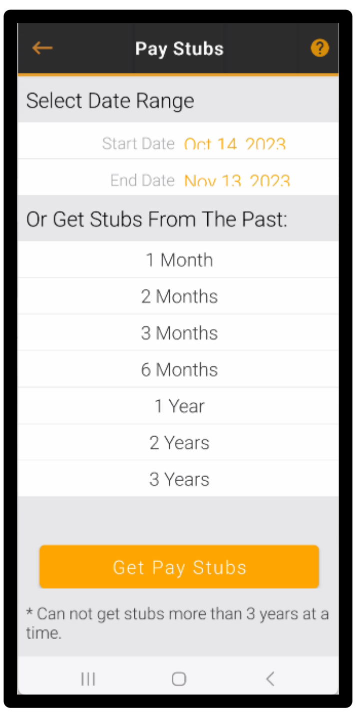
4. The Pay Stub displays along with the ability to share, print, or open it in other applications.
5. Previous and Next allow the user to view different pages of the Pay Stub.

From the hh2 Remote Payroll application:

Pay Stubs may also be accessed from the Remote Payroll application.

1. From the Main Menu, select Pay Stubs.





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

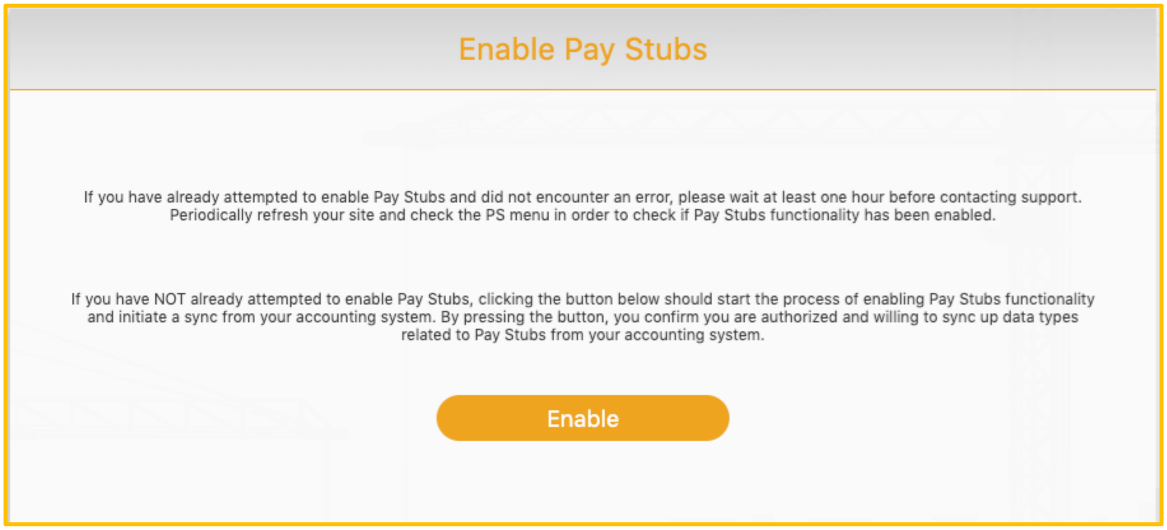
3. Select Get Pay Stubs.

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 pages of the Pay Stub.

Synchronization

If Pay Stub records are not currently synchronizing from the accounting system a message will appear when the PS module icon is clicked.



1. Please follow the directions on the message. If in doubt, please contact the Support Team.

Summary

After system configuration, employees can view their Pay Stubs on the hh2 website or via the My Records or Remote Payroll mobile applications. Likewise, Managers and/or Administrators can view employee Pay Stubs when granted access using the Security Group feature.

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

Glossary of Terms

Note: This includes terminology for all hh2 modules as well as some industry language.

AB Locations: This term is utilized in the hh2 HR module. AB (Address Book) Locations can be used to assign an employee to a particular location. For instance, a home office or state location.

Acceptance Group: In the document Acceptance step in the Document Flow (AP) module, multiple Acceptance Groups can be set up so that larger companies can divide new invoices into groups for more orderly processes. This is frequently done when the company has multiple physical office locations, multiple business entities, or multiple divisions within the company. Using Acceptance Groups, AP Clerks can process invoices for their own office, entity, or division and not get documents outside their jurisdiction.

Accounting System: For the purposes of this document, the accounting system is the construction company's Enterprise Resource Planning System. See ERP.

Accrual: This term is used in the HR, Remote Payroll and Pay Stubs modules. It refers to the accumulation or gradual increase of benefits or earned time off over a specific period, typically based on the length of an employee's service or time worked.

Admin or Administrator: An employee at a construction company that has a high level of permissions within the hh2 system. This individual can create users and set permissions for users. Likewise, this individual can configure certain portions of the hh2 system. This person is different from both the hh2 Admin and the System Administrator. See hh2 Admin.

AP Clerk: An AP Clerk is a user at the construction company that has permissions to perform some aspect of the invoice processing within hh2 Document Flow. Permissions can be set up to allow or deny AP Clerks access to portions of the software. This allows hh2 customers to configure AP Clerk permissions around their unique needs.

AP Group: This term is used in the Document Flow module. AP Groups are set up so that users can be given permissions based on the roles that they fill within the company. For example, an hh2 customer might set up a Field Supervision group and add all foremen and superintendents to it, so they only need to grant access to the accounting codes once.

AP Manager: This individual is someone at the construction company that has high levels of access and permissions within hh2 Document Flow. They oversee the processes of managing recipients, reimbursements, and invoices.

AP Page: This is the landing page of the hh2 system's Document Flow (AP Module). The AP Page is where the user can access features and functionality of the Document Flow Module. Each user's AP landing page will display based on the permissions granted to them**. Note:** The terms AP and Document Flow are used interchangeably within the hh2 system. See Document Flow.

Approval Path: In the Remote Payroll module, the Approval Path is configured based on the construction company's needs and preferences, dictating the flow of time approval. The Approval Path can be established according to employee levels, group manager roles, or job manager roles. It is also structured in levels.

Attendance Punch Clock: In the Remote Payroll module, the Attendance Punch Clock captures time for Payroll Managers or Administrators to review. Coding is not captured with this feature. This should not be confused with the Punch Clock feature, which does capture coding.

Bank: The Financial Institution the construction company processes their credit card transactions through

Batch: Processing more than one piece of data at a time. This term typically refers to large numbers of invoices, receipts, or other financial instruments and time managed by hh2.

Cardholder: This term is used in the Document Flow (AP) module. This is the individual whom the credit card is assigned to in the Document Flow User Setup. This is also the person using the credit card for purchases, and who will upload the credit card receipts into hh2. **Note:** AP Administrators and AP Managers may also upload credit card receipts for the cardholder.

Categories: Some accounting systems have a customizable layer between Cost Codes and Cost Types. This enables a contractor to distinguish between multiple categories of the same Cost Type. For example, there might be two labor categories that accumulate to the Labor Cost Type, one for regular labor, one for overtime. A Contractor may budget for this ahead of time if they know the job will be on a tight deadline.

Certified Work: Work that the government guarantees an assured wage for certain types of work (by Certified Class) for government Jobs. Examples of such Jobs may include work on schools, highways, or government buildings. Other interchangeable terms include Davis Bacon or Prevailing Wage Work.

Child: In construction and business, structures often follow a hierarchical format, which means they are organized in a clear and structured manner with parent and child relationships. In the business realm, this can be observed in the presence of subsidiary companies operating under a larger parent company. Similarly, in data management, certain abstract concepts are categorized as child entities under a larger entity. For example, in construction projects, Extras or Sub Jobs can be considered as child entities of a more comprehensive Job. Furthermore, Cost Codes may serve as child entities tied to the specific Job. The term "Parent" is used to denote the larger, overarching entity in these hierarchical structures. Also see Parent.

Commitment: In hh2, this term is often used interchangeably with "Purchase Order." It is an official document issued by a General Contractor to a Subcontractor or Supplier outlining the specifics of the commitment to perform labor or purchase materials. Commitment Items will include specifics like quantities, prices, and delivery terms.

Cost Code: Also referred to as “Phase Codes,” Cost Codes are used as part of a Job Cost system to track the costs of a Job. In construction, many companies opt to use the standardized CSI Divisions as cost codes. For example, the CSI Division for Concrete is “03” and the Section for Decks is “500”, so the cost code of “03-500” is for Concrete Decks. The fundamental purpose of cost codes is to track all job-related expenses in an orderly fashion that is consistent across all jobs, enabling complex cost management, reporting, and analysis.

Cost Types: Cost Types accumulate expenses under cost codes and categories using fixed types of costs. Common examples of Cost Types include Labor, Materials, Equipment, Overhead, Subcontract, and Misc/Other. Some construction ERPs allow partial customization of Cost Types instead of supporting Categories. When Categories are used for coding, there is no need to use Cost Types as all categories have a fixed Cost Type.

Credit Card Transactions: This term is used in the Document Flow (AP) module**.** It is a financial transaction in which a cardholder uses their credit card to make a purchase or payment, with the promise to repay the card issuer later. In hh2, the AP Administrator or AP Manager will upload these transactions from the bank into hh2 and the system will match them with receipts uploaded by the cardholder.

Crew Punch: In the Remote Payroll module, the Crew Punch feature allows a manager to punch all employees, designated to a certain Payroll Group, in or out at once.

CVS (Comma-Separated Values) File: A plain text file format used to store and exchange structured data, where each line represents a record, and fields within each record are separated by commas. This term is used in the Document Flow (AP) module.

Daily Logs/Field Reports: Within the Field Reports module, these terms are used interchangeably to reference construction logs that allow for reporting of a variety of variables on or off the job site.

Data Entry: This term is used in the Document Flow (AP) module. In hh2, Data Entry is the second step in the Document Flow-Invoice Process. It includes reviewing the Invoice, and coding data into the Header and entering full or partial Distributions. Typically, Data Entry is performed by AP staff before sending the invoice down the customizable Workflow. Much of the Header can be automated by using OCR and Autofill features of hh2 Document Flow. Often, the distribution coding during Data Entry is limited to just assigning a Job, and the detailed distribution coding is done during the workflow process by those assigned to manage the Job, such as a Superintendent or Foreman for smaller Jobs. The last step of Data Entry is choosing which workflow that should be used for approval or rejection if the default needs to be overridden.

Davis Bacon: Work where the government guarantees an assured wage for certain types of work (by Certified Class) on government. Examples of such Jobs may include work on schools, highways, or government buildings. Other interchangeable terms include Certified Work or Prevailing Wage Work.

Decrement: This term is used in the HR and Pay Stubs modules. It refers to the reduction or deduction of accumulated time off from an employee's leave balance.

Distribution: In the context of AP Invoices, Distribution refers to the allocation or assignment of costs to various Commitments, Jobs/Projects, Cost Codes, Categories or G.L. Accounts within a construction company. This process is essential for accurately tracking the financial performance of different Jobs/Projects and segments of the business. In hh2, Distributions are partially coded during the Data Entry step and final coding of Distributions can occur during the Workflow phase of the hh2 Document Flow-Invoice Process.

Distribution Split: This term is used in the Document Flow (AP) and Remote Payroll modules. When a single invoice must be coded to more than one Commitment, Job/Project, Cost Code, Category or GL Account (General Ledger), the user may elect to split the Distribution into multiple distributions. Users have the option to calculate the value of one of the Distributions to adjust to the remaining value after all other distributions are added up. Negative Distributions are permitted when necessary (although not common). This feature can also be utilized for Equipment in the Remote Payroll module.

Document: hh2 Document Flow is primarily a Document Management system. Documents refer to the financial instruments that hh2 Document Flow currently manages: Invoices, Reimbursements, Credit Card Transactions, and Application for Payments. Sometimes, the term Image is also used during the Data Acceptance step for images that need to be recognized by the Optical Character Recognition (OCR) before becoming a Document. The standard hh2 Document format is a Searchable PDF (either native pdf, or from raster images that have been run through the OCR process built into hh2 Document Flow Data Entry).

Document Acceptance: This is the process of accepting invoices that were captured using one of the many methods available to hh2 Document Flow Customers. Invoices can be captured by email, document scanner, monitored network folder, API, manual web upload, scanned by app, and uploaded after "opened in" an app. In cases where large groups of invoices were scanned in batch, typically by a document scanner, hh2 has advanced options to delete blank pages or split a document into multiple invoices and can be configured to combine multiple documents into a single invoice. Images may be enhanced and OCR'ed into Searchable PDF format.

Document Class: Utilized in the hh2 HR module. Document Classes provide a means to categorize available document types, appearing on Employee Records and Job/Crew Dashboards. For instance, documents may be related to 401K benefits, job offers or even company newsletters. This feature allows for a quick search on types of documents.

Document Flow: The hh2 module that streamlines the invoice management process. Also referred to as the AP Module.

Document Flow Process for Invoices: The four-step process of Document Acceptance, Data Entry, Workflow, Final Review and Export of invoices in the hh2 Document Flow (AP) system.

Document Flow for Receipts: The five-step process of Capturing and Uploading the Receipt Image, Receipt Coding, Importing Credit Card transactions, Workflow routing and the Final Review and Export to the accounting system. This process is performed in the Document Flow (AP) module.

Document Flow Process for Reimbursements: The four-step process of Capturing and Uploading receipts for reimbursement, Coding the reimbursement, sending it through a Workflow and conducting a Final Review and Export to the accounting system. This process is performed in the Document Flow (AP) module.

EEO-1 Reporting: Referred to in the hh2 HR module. The EEO-1 (Equal Employment Opportunity-1) report is a mandatory survey for U.S. employers with 100 or more employees, collecting data on workforce composition by race, ethnicity, gender, and job category. It helps identify and address workplace discrimination and promotes diversity and inclusion.

Entity: This term is used in the Document Flow (AP) module. It refers to the Business Unit used by the ERP accounting system. Sometimes the business entity is part of a larger parent company or entity. Sometimes business entities are created specifically for a large single project. Data Entities are abstract concepts that identify the properties that make it unique. Examples of data entities include Job, Employee, Cost Codes and GL Accounts.

Equipment Revenue: Within the Remote Payroll module, construction companies can monitor the duration of equipment usage. Employee time is linked to specific pieces of equipment for revenue tracking purposes. The Equipment Revenue undergoes an Approval Path and is ultimately exported to the accounting system.

ERP: Enterprise resource planning (ERP) is a type of software system that helps organizations automate and manage core business processes for optimal performance. In this case, the ERP system refers to the construction accounting system, such as Sage 300, Construction and Real Estate, Sage Intacct, Viewpoint Vista, and QuickBooks.

Export: Refers to the process of moving data from the hh2 system to the construction accounting system or ERP.

Extra: Sage 300 Construction, Real Estate, and Sage accounting systems (ERPs) opted to use a separate entity for a child job called an Extra. It denotes a smaller portion of a parent job that can be managed like a normal job. Most other construction accounting systems (ERPs) have opted to use hierarchal jobs (parent jobs and child jobs or sub jobs) instead of Extras. An example of an Extra might be an auditorium or exhibit hall as part of a larger complex.

Field User: A construction company employee that uses hh2 software out in the field.

Field Work: Work that happens in the field, versus in the Shop or Office.

Finalize: In the context of Field Reports, this refers to the process of locking down a log, so no further edits are allowed. Logs not finalized within the period specified in the System Setting (FR>Settings>System Settings>General Settings tab>Auto-finalize logs) will be automatically finalized by the hh2 system. This will protect the legal integrity and credibility of the Daily Log. However, there is the ability to add an addendum. Unit Production/Activities data is synchronized to the Sage 300 accounting system, as well as Remote Payroll data from the Remote Payroll module at the time of finalization.

Final Review and Export: During this step, invoices or are reviewed and then exported to the accounting system. Mistakes can either be corrected and invoices (for Document Flow) or time (for Remote Payroll) are sent back to earlier stages in the Workflow for revision. If everything checks out, the Invoice (for Document Flow) or Labor Time Sheet (for Remote Payroll) is approved and then exported to the accounting system (ERP).

Foreman: This role varies based on the construction company's business model and needs. Typically, this person is responsible for managing a crew of construction workers. For larger jobs, with multiple crews, a Foreman usually reports to a Superintendent. Within the hh2 system, this job role may be set up as a part of the Workflow process. Foremen usually approve standard invoices, receipts, or reimbursements and time in the Document Flow (AP) and Remote Payroll modules. Further, allowed Formen may have access to certain employee records in the HR module.

Fringe: The employer paid portion of the employee's benefits, such as health care costs. This term is used in the HR and Pay Stubs modules.

General Ledger or G/L Account: A comprehensive record of all financial transactions and accounts for an organization, providing a snapshot of its financial health. Sometimes referred to as the G.L. For construction accounting systems, the Job Cost is an abstraction of the G.L. that makes it easier to record transactions related to specific cost codes on specific jobs. Overhead expenses are commonly coded directly to a G.L. Account or to an overhead Job that rolls up to the G.L. Examples of overhead expenses may include rent, insurance, taxes, and salaries of office staff.

Global Password: A separate password in addition to the Administrator's own log in password. It is utilized when organizations have multiple Administrators, and only certain Administrators should have access to the Security Group Setup. See Security Group. This provides a means to create security around Pay Stubs and employee records in the HR module.

Header: The portion of the invoice that uniquely identifies information for the entire invoice but is separate from the distribution (where costs are allocated to) data. Typical Header information includes, but is not limited to, items like Vendor, Invoice Date, and Due Dates. Data requirements for the Header are heavily based on individual construction accounting system requirements. This term is used in the Document Flow (AP) module.

Hh2 Admin: An hh2 employee that assists with set up of the construction company's hh2 site.

HIPPA Regulations: Referred to in the hh2 HR module. HIPAA (Health Insurance Portability and Accountability Act) regulations aim to protect employee privacy by establishing standards for the confidentiality and security of information, ensuring that sensitive details are safeguarded in the workplace. This term is used in the HR module.

Home Page: the initial landing page a user is brought into when signing into hh2.

Icon: a small graphical representation or symbol that represents an object, concept, action, or function. They are often designed to be easily recognizable and can represent anything from simple actions (like saving a file) to more complex concepts (like settings or navigation). For the purposes of this document, they may also be considered a button.

Identifier or Site Identifier: Refers to the company's unique hh2 URL site name. For example, if the construction company is ABC Construction, the identifier of "ABC," might be included in the URL. For example: "https://abc.hh2.com".

Image: This refers to any sort of raster image (like photos) or scanned invoices that have been uploaded to the hh2 system that have not yet been accepted into the AP-Document Flow module. Once these images have been run through the Document Acceptance process, they become Documents. Most of the time, these images become Invoice Documents, but can also become Credit Card Receipts or Reimbursements. Images may be uploaded in other hh2 modules such as Field Reports and HR.

Import: The process of moving data into the hh2 system from the construction accounting system or ERP. There are some places where data can be manually imported into hh2 like credit card transactions. Sometimes data can be imported by hh2 staff in excel format. For instance, a list of employees to set up as users.

Invoice: A bill a company receives from a vendor. Many vendors send invoices by email and are already in a native searchable pdf. For paper invoices that must be scanned, invoices may be received in an image format that must be run through hh2's OCR software in Data Entry before data can be automatically captured. This term is used to in the Document Flow (AP module).

Invoice Acquisition: Refers to how an invoice was acquired. Invoices can be acquired by email, document scanner, monitored network folder, API, manual web upload, scanned by app, and uploaded after "opened in" app. This term is used in the Document Flow (AP module).

iPaaS (Integration Platform as a Service): An hh2 product, depending on the software version, it may be seen as the OCM module on the Home Page. This links and syncs data between hh2 and certain 3rd party products such as Procore. hh2 Document Flow is bundled with hh2's Integration Platform as a Service or iPaaS. iPaaS is configured to automatically pull data from the construction accounting system (ERP) and reconcile it with the online copy within hh2. This ensures all accounting codes like Jobs, Costs codes, employees and others are always kept current within hh2. hh2's iPaaS also ensures that changes made in hh2 are synchronized automatically to the ERP. In some cases, hh2's iPaaS can also be configured to synchronize data from 3rd parties, such as Procore, directly to the ERP.

Job: A job is a contractual obligation to perform a specified scope of work for a customer. Also called a Project, a job can have multiple commitments (subcontracts and purchase orders) by vendors associated with it. hh2 Document Flow is set up to allow permissions to be configured by job and job role. Sometimes jobs can have child jobs or sub-jobs. In Sage 300 Construction and Real Estate, these sub-jobs are called Extras. In most other construction ERPs, they are simply child jobs of a larger parent jobs in a hierarchal relationship. Job and Project are used interchangeably by hh2. Time may be coded to Jobs in Remote Payroll.

Job Code/Number: A unique code assigned to a specific project or job within a construction company. This code is typically set up in sections to help make it easier to identify the job. It helps track and organize financial transactions, costs, and revenues associated with a particular project. Job Numbers are used to differentiate and manage various ongoing projects, allowing for accurate cost allocation, budgeting, and financial reporting. Job Codes can be alphanumeric and may include separator characters for each section. For example: "200-24" might be the 200th project the company has done, and it started in the year 2024.

Job Phase: Although some within the construction industry may refer to phases of construction, most of the time it refers to the work breakdown structure in Job Cost. Cost Codes and Phase Codes are used interchangeably. Some construction accounting systems use hierarchal cost codes or phase codes. Hh2 imports them as separate codes.

Level: In hh2, levels within the Workflow handle invoice review, approval, and passing from lower to higher levels, culminating in data export to the accounting system. Levels are more of a loose term as routing within a workflow can have decisions and branching logic that make levels more abstract.

Module: Refers to hh2's product offerings: AP-Document Flow for Invoices, Credit Cards, and Reimbursements; RP-Remote Payroll; HR-Human Resources; PS-Pay stubs; and FR-Field Reports.

OCR: Optical Character Recognition. It is a technology used to convert raster documents (any documents that use colored pixels to make a larger image), such as scanned paper documents, raster PDF files (pdf files that come from scanned images), or images taken by a digital camera, into hh2's native file format, searchable pdf. OCR technology enables computers to recognize and extract text from these raster images, turning them into machine-readable text that can be manipulated, searched, and analyzed. OCR is used to easily pre-fill header information on invoices.

Overhead Expenses: Expenses that are not coded directly to a job or project. These might include certain types of office workers or laborers assigned to maintain equipment, for instance. Many times, overhead expenses are coded directly to GL Accounts but sometimes companies choose to set up an overhead job to track overhead as it gives them advanced reporting available in the job cost system.

Page: The terms Page, Screen, Form or Window are used interchangeably in this document. All referring to the location of the visual display of information.

Parent: Some concepts in construction are hierarchal, meaning they are organized and structured with parents and children. For business entities, sometimes child companies are part of a larger parent company. For data entities, some abstract concepts fall as child entities of another larger entity, such as Extras or Sub jobs being a child of a larger Job, or Cost Codes being a child entity to the Job that tracks costs. See: Child.

Pay-app: Refers to a payment application or payment request. It is a formal document submitted by a contractor or subcontractor to request payment for work completed on a construction project. The pay app outlines the amount of work done, materials used or stored to date, and any other billable items, along with their associated costs. In hh2 this is currently in Beta.

Pay Identifier: This is the identifier for a type of pay within the accounting system.

Payroll Group: In the Remote Payroll module, 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.

Pay Type: This is how hh2 distinguishes types of pay. For example, Regular Pay, Overtime Pay, Paid Time Off, Sick Pay and others. Pay Types can be set to display, or not, on hh2 Pay Stubs. This term is used in the Remote Payroll, HR, and Pay Stubs modules.

Picklist: Also known as a dropdown list, is a menu-like interface element often seen in forms and websites, offering users a set of predetermined choices to choose from, enhancing data entry efficiency and uniformity. In hh2, Picklists come in the form of Cards or dropdown lists.

Prevailing Wage Work: The government guarantees an assured wage for certain types of work (by certified class) on government Jobs. Examples of such Jobs may include work on schools, highways, or government buildings. Other interchangeable terms include Certified Work or Davis Bacon.

Project: A project is a contractual obligation to perform a specified scope of work for a customer. More commonly called a Job within hh2, a project can have multiple commitments (subcontracts and purchase orders) by vendors associated with it. hh2 Document Flow is set up to allow permissions to be configured by job and job role. In the Remote Payroll module, Payroll Groups may be assigned to Jobs. Sometimes jobs can have child jobs or sub-jobs. In Sage 300 Construction and Real Estate, these sub-jobs are called Extras. In most other construction ERPs, they are simply child jobs of a larger parent jobs in a hierarchal relationship.

Promote: In the context of Workflows, "Promote" refers to the capability to advance an approval from one level in the approval process to the next without requiring approval from the current level. This functionality is utilized when an approver is unavailable to approve time or receipts. Additionally, "Promote" signifies that the time or document is currently at a lower level than the logged-in user. This term is used in the Document Flow (AP) and Remote Payroll modules.

Punch Clock: In the Remote Payroll module, the Punch Clock feature enables employees to log their time by punching in and out, including coding. It is important to note that this feature should not be confused with the legacy Attendance Punch feature, which does not capture coding. Similar to labor and equipment, Punch Clock time follows an Approval Path and is eventually exported to the accounting system.

Push Notification: A push notification is a short message or alert sent to a user's device. These notifications "push" information to the user without requiring them to actively open them. They appear on the device's screen, usually accompanied by a sound.

Queue Digest: A queue digest, often referred to as a "queue summary" or "queue report," is a consolidated overview of activities or items in a queue. It provides a snapshot of the status, progress, and contents of the queue at a specific point in time. This summary can include information such as the number of items waiting, being processed, or completed, as well as any relevant details about those items. Queue digests are often used to help users or administrators quickly understand the state of a queue without having to review each item individually. Specific to hh2's Document Flow, a Queue is a summary of all invoices in the workflow requiring action from the user.

Receipts: Receipts are written or electronic documents that serve as proof of purchase. Purchases are typically made on the construction company's credit card, then uploaded into the hh2 system by snapping a picture. The AP Manager or Administrator then imports credit card transactions from the construction company's bank. Once this process occurs, the receipt is now converted to and considered an invoice in hh2. This term is used in the Document Flow (AP) module.

Reclaim: In the context of Workflow or Approval Path, "Reclaim" denotes the action of retrieving time or documents back to one's own level for approval. This feature allows users to bring items back to their stage in the approval process for further review or necessary adjustments. It also serves as an indicator to the individual in the highest level of the Workflow or Approval Path that either documents or time is ready for export. This term is used in the Document Flow (AP) and Remote Payroll modules.

Reimbursements: Unlike receipts, reimbursements are purchases made directly by the employee, either by cash or on their personal credit card. Receipts, on the other hand, are purchases made on a company credit card. Once uploaded and coded, reimbursements move through the Workflow as an invoice. Finally, they are exported to the accounting system. This term is used in the Document Flow (AP) module.

Roadblock: In the context of the time approval process, a "Roadblock" refers to an obstruction disrupting the normal flow of the approval process. Payroll Managers and Administrators can leverage the Roadblock feature to identify the specific level within the Approval Path where the obstruction is occurring. This feature aids in pinpointing issues and streamlining the resolution process.

Section/Tab: These terms are often used interchangeably. This is the portion of the Daily Log/Field Report that contains specific data related to the Section. For instance, the Weather Section (tab) stores information about the current logs weather conditions. This term is used in the Field Reports module.

Security Group: Security Groups: Utilized to in the hh2 HR and Pay Stub modules. Security Groups are utilized to categorize users, including HR Managers and other authorized individuals, into specific groups, dictating their access to employee records and pay stub information. The configuration of Security Groups is restricted to System Administrators.

Shop: An in-house workshop where employees of a construction company perform work such as welding for Jobs. This may also include fixing and maintaining company equipment. This is the opposite of Field Work, where work occurs on the job site.

Skills Matrix: In the HR module, the Skills Matrix allows the HR Administrator the ability to set up skills matrices that tie into the Evaluations tab on the Employee Record, Jobsite Dashboard, and the Crew Dashboard. Furthermore, Skills appear on Classifications and Locations reporting.

Synchronization (Sync): The process of syncing data between hh2 and the construction accounting system or ERP. This can be either importing or exporting data to and from hh2.

Standalone: If a construction company uses hh2 without an ERP, then they do not synchronize data to and from an ERP accounting system using hh2's built-in iPaaS. Some features and functionality will behave differently without this automated integration. Setup for the system will differ as well. Generally, this is not considered a best practice if the integration for the ERP in context already exists. However, construction companies that use non-construction accounting systems or rarely used construction ERPs may choose to use hh2 standalone.

Superintendent: Oversees the entire project in the field. These individuals typically report to a Project Manager and holds teams and foremen accountable for completion of work. In some smaller construction companies, the Superintendent acts as the Foreman and Project Manager.

System Administrator (Also referred to as Global Administrator): This is typically the IT person at the construction company. The System Administrator's role is to roll out the hh2 product at the construction company. They usually work with synchronization tools to ensure data is properly synchronized between hh2 and the company's accounting system and may be involved with the initial setup of user accounts and permissions.

Unit: A standardized quantity or measure used to quantify and price specific tasks, materials, or services within a project.

Unit Cost: The unit cost represents the expense of obtaining or creating a single unit of an item, including materials, labor, equipment, and overhead. This cost estimation method aids in calculating the total cost for a project component by multiplying the unit cost by the required quantity. For example, when building a concrete foundation, there may be a unit of "cubic yards of concrete." The unit cost would include the cost of materials (cement, aggregates), labor, equipment, and other expenses required to produce one cubic yard of a concrete foundation.

Unit Production: This term is referenced in the Field Reports module. In construction, Unit production involves quantifying work tasks using standardized units, such as square footage or linear feet. An example of unit production is tracking the square footage of drywall installation. This method allows for precise measurement, tracking, and management of construction activities. By breaking down tasks into measurable units, construction professionals can more accurately estimate costs, assess project progress, and allocate resources efficiently.

User: Anyone that logs into hh2. They must have a user account, with a username, password, first and last name and email address and ideally a cell phone number.

Username and Password: Within hh2 software, a user's username and password are considered global, and can be used across all the hh2 modules that have been purchased.

User Preferences: Customizable settings that allow individual users to tailor the software's functionality, appearance, and behavior to their specific needs.

User Roles: User Roles define specific permissions, access levels, and responsibilities assigned to different individuals within a system, ensuring proper data security and functionality based on their roles and responsibilities. In hh2 Document Flow, for example key roles include the 1) System Administrator 2) Administrator 3) AP Manager 4) AP Clerk 5) Office User and 6) Field User. The key differentiator between the Administrator and Manager is that the Administrator can create new users and grant permissions to users.

Vendor: For Invoices in hh2 Document Flow, a vendor refers to an Account Payable (AP) Vendor, which is a supplier for Purchase Orders or a Subcontractor for a Subcontract. All Commitments have an AP Vendor assigned to it. For Credit Card transactions, a Vendor refers to the business that the item was purchased from in the credit card transaction. For reimbursements, some companies choose to set employees up as Vendors so that approved reimbursements can be processed via AP check.

Workflow: A system designed to facilitate the routing and approval of time, invoices, and other documents down a predefined path with branching logic. Hh2's workflows are designed with Role Based Approval so that very few workflows need to be configured. Decision nodes in the workflow determine how time, invoices and other documents will be routed in the workflow. For example, invoices can be routed in one direction if certain criteria are met, or the opposite direction if it is not. For instance, one possible configuration is to route the invoice in one direction if it is coded to an overhead GL Account or another direction if the invoice was coded to a job. Another possible configuration is to route the invoice in one direction if the invoice is over a certain dollar amount or another direction if it is less. Labor time, on the other hand, may be routed to various levels of job roles for approval and rejection through an Approval Path. This term is used in the Document Flow (AP) and Remote Payroll modules.

Change Log

A Change log is a documented list of changes between one version of a document and the next version.

Between Version 2 and Version 3 of this document the following changes were made:

- Updated User Guide Notes on the Users that will Benefit from the Guide page.
- An updated Home Page section.
- An updated Glossary of Terms
- The addition of the Change Log.