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CMiC Navigation (For Time Entry Only Users)

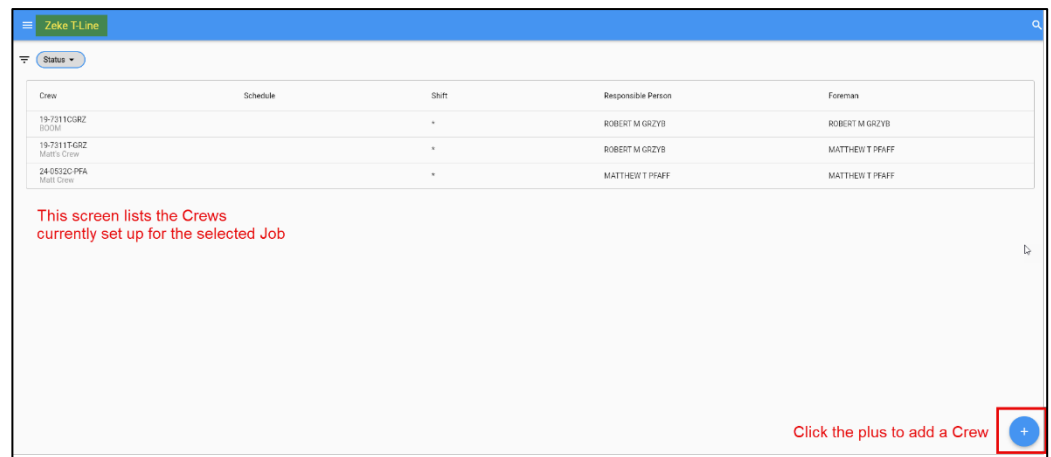
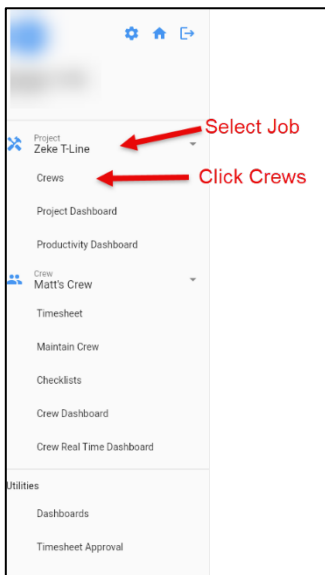
Log into CMiC or Construct CT App

- CMiC Desktop link: https://cmiclkeeley.cmicpaas.com/cmiclaunch/cmiclaunch_r12.html
 - Select your Product and Environment
 - Enter your credentials
 - Select Construct CT Header
- Log in with Construct CT App



Creating a Crew

- Select Project
 - Click on the 3 Blue Bars in the top left corner to open the Menu
 - Select your Job & click on Crews to bring up the Crew Maintenance screen
 - Add a Crew by clicking on the blue + button in the bottom right corner



- Create Crew
 - Crew Code - Enter the crew code. This must be a new code as each crew must have a unique code.

- Crew Name - Enter the full name of the crew.
- Start Date - Needs to be on or before the first day of the current pay period
- End Date - Only enter end date when the Crew will no longer be used
- Schedule - If schedules have been created within Construct CT, it can be selected here.
- Shift - Day, Night, Evening or All. Depending on the set up, the shift could drive rates.
- Responsible Person - Who is responsible for entering the time for this crew
- Foreman - Who is the foreman on the job responsible for this crew. This can be the same as the responsible person.
- Sign-Off - Use this if the employees need to sign off on their time.
 - Foreman Signature Required - This feature is only used if the Foreman needs to sign off on the time entered.

CMiC ENTERPRISE TRAIN [Cloned 10/18/2024] 🔍 👤 KCROCKER + ⌵

Enterprise Field E-Time Construct PM **Construct CT** HCM Edit Mode

✕ Zeke T-Line

Crew Code*	TESTCREW1
Crew Name*	CREW1
Start Date*	2025-01-01 📅
End Date	📅
Schedule	▼
Shift*	All ▼
Responsible Person*	SETH M KNIGHT ▼
Foreman*	ROBERT M GRZYB ▼
Sign-Off	None ▼
Foreman Signature Required	<input type="checkbox"/>
In/Out	<input type="checkbox"/>

✓ Create Crew

- Crew Maintenance Screen - add Crew Members and Tasks (cost codes).
 - Click the "+ Add Crew Members" button. Select the employees on the Crew.
 - Click the "+ Add Task" button. Select the cost codes needed for the timecard.



CMiC ENTERPRISE TRAIN [Cloned 10/18/2024]

Enterprise Field E-Time Construct PM **Construct CT** HCM Edit Mode

Zeke T-Line

TESTCREW1 2025-01-01

Crew Name: CREW1

Schedule: All

Responsible Person: SETH M KNIGHT

Foreman: ROBERT M GRZYB

Sign-Off: None

Foreman Signature Required: ☐ In/Out: ☐

Crew Member	Trade	Job Union*	Equipment
SK 2833: SETH M KNIGHT	PROJECT DIRECTOR	Employee is not unionized	0
MP 5279: MARY E POLLMANN	PROJECT CONTROLS	Employee is not unionized	0

* Union is assigned by the Job Location.

ADD CREW MEMBERS

Tasks

01-711300: Mobilization 01-312000: Project Manager 01-312100: Project Engineer

ADD TASK

Entering Crew Time

- Open the menu and select a Job and Crew.
 - Select Crew & click on Timesheet

Project Zeke T-Line

Crews

Project Dashboard

Productivity Dashboard

Crew

Utilities

Dashboards

Timesheet Approval

Schedule Codes

Real Time Dashboard

Select Crew

Search

BOOM 19-7311CGRZ

CREW1 TESTCREW1

Matt Crew 24-0532C-PFA

Matt's Crew 19-7311T-GRZ

Project Zeke T-Line

Crews

Project Dashboard

Productivity Dashboard

Crew CREW1

Timesheet

Maintain Crew

Checklists

Crew Dashboard

Crew Real Time Dashboard

- Select the date worked and which source to create the timesheet template from.
 - Crew Maintenance - loads the crew members and cost codes (tasks) that were set up on the Crew.

- CMIC ENTERPRISE

TRAIN [Cloned 10/18/2024]

Enterprise

Field

E-Time

Construct PM

Construct CT

HCM

Edit Mode

Zeke T-Line > CREW1 > All

WEDNESDAY
1/22

THURSDAY
1/23

FRIDAY
1/24

SATURDAY
1/25

SUNDAY
1/26

MONDAY
1/27

TUESDAY
1/28

1/22/2025 - 1/28/2025

1. Select day you are entering time for.
Defaults to current date

Create Timesheet

Where do you want to create the template from?

Previous Day

New Maintenance

2. The first time you enter time for a Crew, you must create from Crew Maintenance. Creating the template from previous day is helpful if you've added tasks or employees to a previous timesheet (but not the crew itself) and want to copy it, rather than manually adding it again.

- MARY E POLLMANN - Mobilization

⊖

Normal Hour

Unsaved

8

+



Total

8

Add Hours Type

CANCEL

OKAY

		Crew			
		Crew	Equipment	Expense	
Crew Members	In & Out	Total	Mobilization 24-0532S, 01-711300, L	Project Engineer 24-0532S, 01-312100, L	Project Manager 24-0532S, 01-312000, L
Units			+	+	+
 5279: MARY E POLLMANN ANALYST	+	8.00	8.00	+	+
 2833: SETH M KNIGHT EXECUTIVE	+	0.00	+	+	+
Total	0.00	8.00	8.00	0.00	0.00

- If using multiselect, after all employees/cost codes are selected, press the plus in the top righthand corner.

Batch Time - 3

Normal Hour	Unsaved	-	4	+
Overtime Hour	Unsaved	-	0.0	+
Double Overtime Hour	Unsaved	-	0.0	+

Total
4

Add Hours Type
CANCEL
OKAY

CMiC ENTERPRISE TRAIN [Cloned 10/18/2024]

Enterprise Field E-Time Construct PM Construct CT HCM Edit Mode

3 selected

	WEDNESDAY 1/22	THURSDAY 1/23	FRIDAY 1/24	SATURDAY 1/25	SUNDAY 1/26	MONDAY 1/27	TUESDAY 1/28
	<div>CREW</div> <div>EQUIPMENT</div> <div>EXPENSE</div>						
Crew Members	<div>Total</div> <div>Mobilization 24-0530C, 01-711300, L1</div> <div>Project Engineer 24-0530C, 01-512100, L1</div> <div>Project Manager 24-0530C, 01-512000, L1</div>						
Units	<div>+</div> <div>+</div> <div>+</div>						
5279: MARY E POLLMANN PROJECT CONTROLS	0.00						
2833: BETH M KNIGHT PROJECT DIRECTOR	0.00						
Total	0.00		0.00			0.00	0.00

- Enter the hours for the employees/cost codes selected, press okay.

CMiC ENTERPRISE TRAIN [Cloned 10/18/2024]

Enterprise Field E-Time Construct PM Construct CT HCM Edit Mode

Zeke T-Line > CREW1 > All

1/22/2025 - 1/28/2025

	WEDNESDAY 1/22	THURSDAY 1/23	FRIDAY 1/24	SATURDAY 1/25	SUNDAY 1/26	MONDAY 1/27	TUESDAY 1/28
	<div>CREW</div> <div>EQUIPMENT</div> <div>EXPENSE</div>						
Crew Members	<div>Total</div> <div>Mobilization 24-0530C, 01-711300, L1</div> <div>Project Engineer 24-0530C, 01-512100, L1</div> <div>Project Manager 24-0530C, 01-512000, L1</div>						
Units	<div>+</div> <div>+</div> <div>+</div>						
5279: MARY E POLLMANN PROJECT CONTROLS	4.00		4.00				
2833: BETH M KNIGHT PROJECT DIRECTOR	8.00		4.00		4.00		
Total	12.00		8.00			4.00	0.00

Understanding and Entering Per Diem/Travel

Navigate to Menu > Select Project > Select Crew > Timesheet

- Go to Expense Tab
 - Click (or press and hold to do multiple) on the + under the appropriate cost code, for the selected employees.

CMiC ENTERPRISE TRAIN [Cloned 10/18/2024]

Enterprise Field E-Time Construct PM Construct CT HCM Edit Mode

2 selected

	WEDNESDAY 1/22	THURSDAY 1/23	FRIDAY 1/24	SATURDAY 1/25	SUNDAY 1/26	MONDAY 1/27	TUESDAY 1/28
	<div>CREW EQUIPMENT EXPENSE</div>						
Crew Members	<div>Expenses Mobilization 24-0532C, 01-711300, L1 Project Engineer 24-0532C, 01-312100, L1 Project Manager 24-0532C, 01-312000, L1 Per Diem 24-0532C, 01-317500, PD 24-0532C, 01-317500, PD</div>						
5279: MARY F POLLMANN PROJECT CONTROLS	0	+	+	+	+	+	+
2833: SETH M KNIGHT PROJECT DIRECTOR	0	+	+	+	+	+	+
Total	0.00	0.00	0.00	0.00	0.00	0.00	0.00

- Select the expense type, enter the amount, or quantity & rate, depending on the expense and Save.

Select Expenses

Search

- MILE
Mileage
- PD
Actual
- TRAV
Actual

CANCEL DONE

CMiC ENTERPRISE TRAIN [Cloned 10/18/2024]

Enterprise Field E-Time Construct PM Construct CT HCM Edit Mode

1 Activities Selected

2 Crew Members Selected

Expense	Type	Status	Hours Type	Quantity	Rate	Amount
PER DIEM	ACTL				\$	100
Totals						100.00

CMiC ENTERPRISE TRAIN [Cloned 10/18/2024]

Enterprise Field E-Time Construct PM Construct CT HCM Edit Mode

Zeke T-Line > CREW1 > All

1/22/2025 - 1/28/2025

WEDNESDAY 1/22 THURSDAY 1/23 FRIDAY 1/24 SATURDAY 1/25 SUNDAY 1/26 MONDAY 1/27 TUESDAY 1/28

CREW EQUIPMENT EXPENSE

Crew Members	Expenses	Mobilization 24-0532C, 01-711300, L1	Per Diem 24-0532C, 01-317500, PD	Project Engineer 24-0532C, 01-312100, L1	Project Manager 24-0532C, 01-312000, L1	Sp...
5279: MARY E POLLMANN PROJECT CONTROLS	PD 100.00		100.00			
	Subtotal 100.00		100.00			
2833: SETH M KNIGHT PROJECT DIRECTOR	PD 100.00		100.00			
	Subtotal 100.00		100.00			
Total	200.00	0.00	200.00	0.00	0.00	

Entering Production Quantities

Navigate to Menu > Select Project > Select Crew > Timesheet

- Under the appropriate phase, click on the blue plus to open the units entry window.

Zeke T-Line > CREW1 > All

1/22/2025 - 1/28/2025

WEDNESDAY 1/22 THURSDAY 1/23 FRIDAY 1/24 SATURDAY 1/25 SUNDAY 1/26 MONDAY 1/27 TUESDAY 1/28

CREW EQUIPMENT EXPENSE

Crew Members	In & Out	Total	Mobilization 24-0532S, 01-711300, L	Per Diem 24-0532S, 01-317500, PD	Project Engineer 24-0532S, 01-312100, L	Project Manager 24-0532S, 01-312000, L	Reinforcing Steel 24-0532S, 03-210000, L
Units							
5279: MARY E POLLMANN ANALYST		4.00	4.00				
2833: SETH M KNIGHT EXECUTIVE		8.00	4.00		4.00		
Total	0.00	12.00	8.00	0.00	4.00	0.00	0.00

- Enter in the units or percentage completed for that day. Once one is entered, the other will populate.

Reinforcing Steel - Units Complete

Weight or Measurement
GL - Gallons

Units

Today 4834.02 To Date 0.0 Percent (%) 1

Comments (optional)

Cancel OK

- Once all entries are in (including per diem, see notes below), use the 3 dots in the upper right corner to Submit. This will allow the approvers to approve the timecard

Zeke T-Line > CREW1 > All

WEDNESDAY
1/22

THURSDAY
1/23

FRIDAY
1/24

SATURDAY
1/25

SUNDAY
1/26

MONDAY
1/27

CREW

EQUIPMENT

EXPENSE

Crew Members	In & Out	Total	Mobilization 24-0532S, 01-711300, L	Project Engineer 24-0532S, 01-312100, L
Units				
5279: MARY E POLLMANN ANALYST		8.00	8.00	
2833: SETH M KNIGHT EXECUTIVE		0.00		
Total	0.00	8.00	8.00	0.00

Add Task

Add Crew Members

Post Phase Unit

Submit

Reject

Approve

Post

Pull Hours from Check In

Clear All

Review Dashboards

Navigate to Menu > Select Project > Project Dashboard

The Review CT Project dashboard is used to summarize how many hours each crew has entered by type. There are two statuses:

- Complete - the crew has 5 days of time entered.
- Incomplete - the crew does not have 5 days of time entered.

24-0532S - Zeke T-Line

1/22/2025 - 1/28/2025

	Status	Normal	Overtime	Double OT	Other	Equipment
CREW1 TESTCREW1	Incomplete	12	0	0	0	0
Total		12	0	0	0	0

- Click on the crew to drill into the Crew Dashboard. Click on the employee to see their time for the week.

Navigate to Menu > Select Project > Select Crew > Crew Dashboard

- The Review CT Crew Dashboard is used to summarize hours entered for the selected crew, by hour type. This shows how many days are due for each employee. Click on the employee to see their time for the whole week.

TESTCREW1 - CREW1

1/22/2025 - 1/28/2025

	Due	Normal	Overtime	Double OT	Other	Equipment
MARY E POLLMANN 5279	4 Days	4	0	0	0	0
SETH M KNIGHT 2833	4 Days	8	0	0	0	0
Total		12	0	0	0	0

Navigate to Menu > Utilities > Dashboards

- The CT Dashboard lists all jobs that the user has access to under the 'My Jobs' tab. Click on the job to see the Project Dashboard. The 'My Responsible Crews' tab shows all Crews the user has been listed as the responsible person in Crew Maintenance.

Timesheet Approval Process

Navigate to Utilities > Timesheet Approval

- Use the Filters (Date, Job, Crew, Foreman, Responsible Person, Status) to filter for the timesheets you are responsible for reviewing and approving.

Each line in the Timesheet Approval screen is an individual day. Click on any part of the entry to open the timecard and see the details. Once you are confident that all entries are correct, select them and hit the Approve button:

The screenshot shows the 'Timesheet Approval' interface. On the left is a sidebar menu with 'Timesheet Approval' highlighted. The main area has a header with date filters (From Date: 2025-01-24, To Date: 2025-02-04) and a note: 'Date Range will default to current week'. Below the header are filter buttons: SUBMIT, APPROVE, REJECT, and POST. A table lists timesheet entries with columns: Date, Company, Job, Crew, Shift, Foreman, Responsible Person, and status columns (Pending, Submitted, Approved, Rejected). The entry for 01/24/2025 is selected. Annotations include: 'Not everyone will see all action buttons. It will depend on your role.' pointing to the action buttons; 'Select the entries you've reviewed and the desired action button (Submit, Approve, Reject). The Post button is ONLY for Payroll and will not be available for other users.' pointing to the SUBMIT button; and 'The hours and expenses will be under the status they are currently in.' pointing to the status columns.

Date	Company	Job	Crew	Shift	Foreman	Responsible Person	Pending	Submitted	Approved	Rejected
02/04/2025	Keeley Construction Group, Inc	(23-12055) Texas Trust Credit Union - Civil	Mary's Crew	All	MARY'S CREW	MICHAEL RUPINSKI	0	0	0	0
01/24/2025	Keeley Construction Group, Inc	(24-05325) Zeke T-Line	CREW1		ROBERT M GRZYB	SETH M KNIGHT	0	12	0	0

- To open the timecard and view the details entered for that day, click on any part of the entry.

- Timesheets can also be approved/rejected using the menu in the top right.

