CMiC

Time Entry

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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
  - o Select your Product and Environment
  - o Enter your credentials
  - o Select Construct CT Header
- Log in with Construct CT App

Creating a Crew

- Select Project
  - o Click on the 3 Blue Bars in the top left corner to open the Menu
  - o Select your Job & click on Crews to bring up the Crew Maintenance screen
  - o Add a Crew by clicking on the blue + button in the bottom right corner
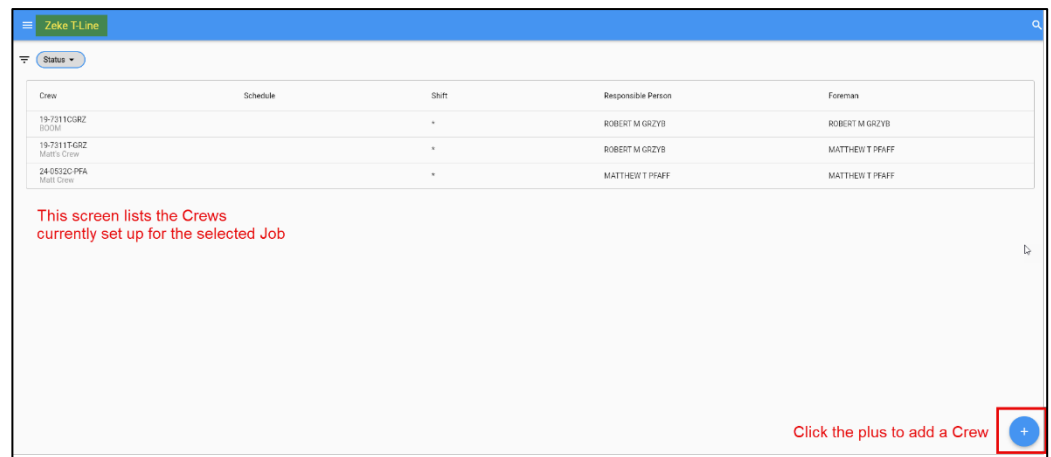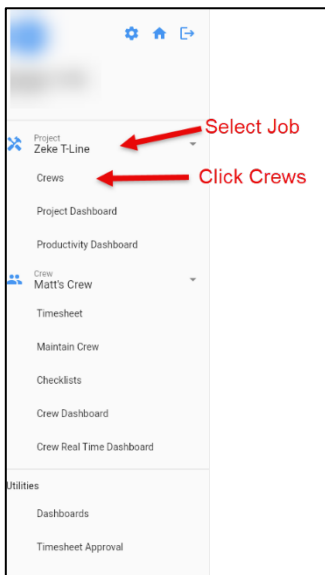
- Create Crew
  - o Crew Code – Enter the crew code. This must be a new code as each crew must have a unique code.

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

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

Entering Crew Time

- Open the menu and select a Job and Crew.

  o Select Crew & click on Timesheet

- Select the date worked and which source to create the timesheet template from.

  o Crew Maintenance – loads the crew membersand cost codes (tasks) that were set up on the Crew.

o Previous Day – Select this method if crew members or tasks have been added directly to the previous timesheet instead of the Crew (via Crew Maintenance) and you want those changes on the current timesheet.

- Once the timesheet is populated, add hours by clicking the + button under the appropriate cost code. Click on the + (or click and hold to open multiselect) to add hours for crew members. If using the multiselect function, all the selected employees will be entered for the same number of hours.

- If entering time for crew members individually, a box with the employee's name and the cost code selected will pop up. Enter the hours and press okay.

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.

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

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Understanding and Entering Per Diem/Travel

Navigate to Menu > Select Project > Select Crew > Timesheet

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

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

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.

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

- 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

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

1/22/2025 - 1/28/2025

- 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	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

1/22/2025 - 1/28/2025

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:

- 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.

- Approvers may update pending and unsubmitted entries. To change an approved timesheet, it must be rejected first, then resubmitted and approved.