



Remote Payroll Entry (RPE) System User Manual

Table of Content

Welcome _____	3
Getting Started _____	4
Timesheets _____	5
Overview – Page Layout	5
Entering a New Timesheet	6
Entering Regular Timesheets.....	6
Entering Foreman Statutory Holiday Pay Timesheets	14
Entering Balance Of Earning Timesheets for Companies with Foreman on Option	14
Entering Foreman Vacation Pay Timesheets.....	15
Entering Bereavement Leave Timesheets (for foremen)	15
Editing Employee Details	16
Editing a Regular Timesheet.....	16
Editing Year End Timesheets.....	18
Editing Gross Only Timesheets.....	19
Copying a Timesheet Detail Record	20
Add a New Employee	21
Adding Employees by Name	22
Adding Employees by Registration Number.....	22
Adding Regular Work Force Employees	22
Adding Foreman Employees	22
Adding Service Group Foreman.....	23
Adding Linesman	23
Delete a Timesheet	24
Copy a Timesheet	25
Authorizing a Timesheet _____	26
Exporting a Timesheet _____	28
Exporting Costing _____	29
Authorization History Report _____	30
Manage Costing Center Codes _____	31
Manage Commodity Codes _____	32
Manage Occupation Codes _____	33
Operation Timesheet Report: _____	34
Preview Authorization Report: _____	37

Welcome

Welcome to the employers.bcmea.com Remote Payroll Entry system

The Remote Payroll Entry (RPE) system provides access to online submission and retrieval of payroll information. This system is accessed by the association's member company management and senior staff.

Should you require further assistance, you may contact bcmea.com technical support line at (778) 835 0348 or use the "contact us" link to send us your comments and/or feedback.

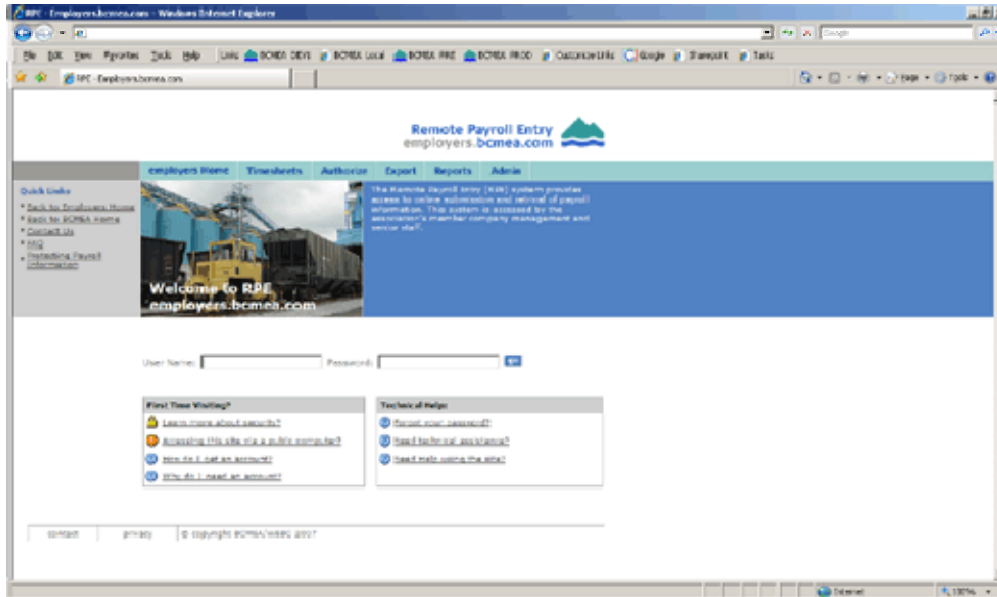
We would like to hear from you.

Getting Started

The Remote Payroll Entry system can be accessed at

<https://rpe.waterfrontemployersofbc.com>

Enter User Name and Password and click go.



Timesheets

The following sections provide information on the functions available through the timesheet pages.

Overview – Page Layout

Once logged in to Remote Payroll Entry, the page shown below will be presented. Please familiarize yourself with the features shown.

The screenshot displays the 'Remote Payroll Entry System' interface in Microsoft Internet Explorer. The main content area shows a calendar for 'Fibreco Export Inc.' with a date selector set to '16.09.2007'. The calendar grid shows shifts for Sun 16, Mon 17, Tue 18, Wed 19, Thu 20, Fri 21, and Sat 22. Shifts are listed for 01:00 (2 TS), 08:00 (2 TS), and 16:30 (1 TS). The 01:00 shift on Sun 16 is highlighted with an orange box. Below the calendar, details for 'Sun. Sep 16, 2007 1:00 Shift' are shown, including a table with 2 timesheets, 12 employees, 79 hours, 2 warnings, and 5 errors. A 'Timesheets' section below shows 'add new timesheet' and two existing timesheets: 100028 (6 hours, green) and 100047 (6 hours, red). Callout boxes provide the following information:

- Default date is the beginning of the current pay period.
- Click on box to select that date and shift (indicated by orange box)
- Shows details of the selected date and shift
- Click to add a new timesheet
- Shows timesheets already entered. Timesheets in red contain errors, timesheets in yellow contain warnings, and timesheets in green are able to be authorized

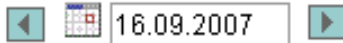
Entering a New Timesheet

Entering Regular Timesheets

Step 1 – Select Timesheets Tab.



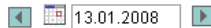
Step 2 – The date defaults to the first day of the current payroll period (i.e. the first Sunday of every week). A specific date can be selected by clicking on the calendar button or by typing it in manually. Using the arrow buttons will shift the date in one week increments.



Step 3 – Click on the box corresponding to the date and shift of the timesheet to be entered. The selected box will be indicated by an orange square.

	Sun 16	Mon 17	Tue 18	Wed 19	Thu 20	Fri 21	Sat 22
01:00	2 TS						
08:00	2 TS						
16:30	1 TS						

The number of employees working on a particular day can be displayed by hovering the cursor over the indicated icon.



	Sun 13	Mon 14	Tue 15	Wed 16	Thu 17	Fri 18	Sat 19
01:00							
08:00		1 TS					
16:30							

Step 4 – Click on “add new timesheet” button

Timesheets



Step 5 – On the subsequent page select the appropriate template from the drop down menu. The Employees Working at Company template will automatically give the list of the employees plugged in for that date and shift. The Empty Time Sheet template will allow the manual entry of employees. Add a description if necessary, and click OK.

New Timesheet

Template: ▼
Description:

Cruise start/end times can also be selected for the applicable companies.

Create New Timesheet ?

Select template and description to create a new timesheet.

Template	<input type="text" value="Employees working at BALLENTYNE - 08:00"/> ▼
Description	<input type="text" value="Employees working at BALLENTYNE - 08:00"/> ▼

Employees working at BALLENTYNE - 08:00
Employees working at BALLENTYNE - 08:00 Cruise
Empty Timesheet - 07:00
Empty Timesheet - 07:00 Cruise
Empty Timesheet - 08:00
Empty Timesheet - 08:00 Cruise

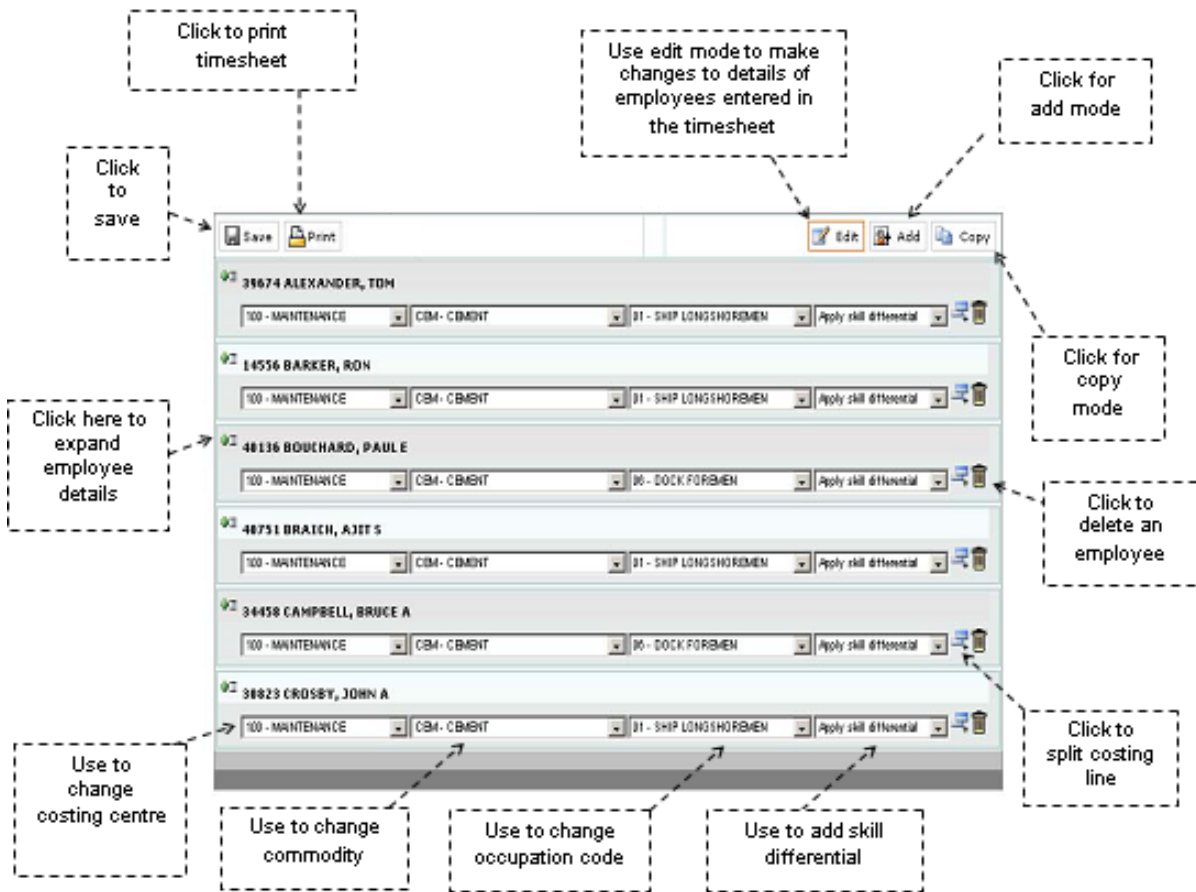
Step 6 - The edit page, shown below, will load. Enter Ship, Ship Code and Account Code. Select the appropriate Port Code, Site-Berth and Operation from the drop down menus.

Edit Timesheet: 100127 SH: 8 | OT: 3 ?

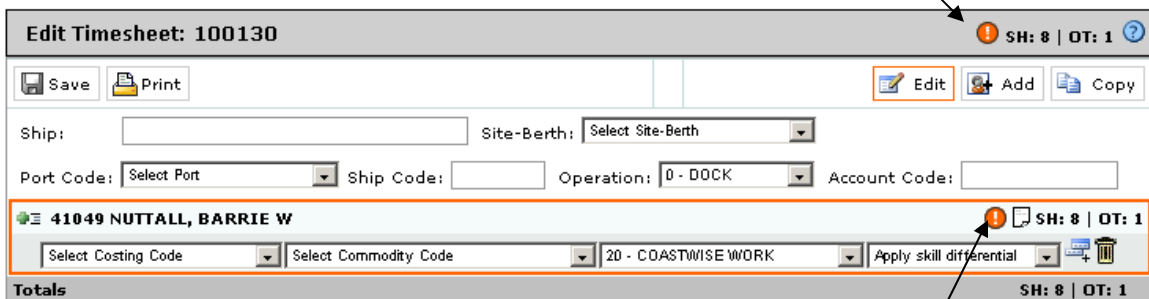
Ship: Site-Berth: ▼

Port Code: ▼ Ship Code: Operation: ▼ Account Code:

Step 7 – Make changes here as necessary using the features indicated.



Step 8 – Any warnings or errors will be indicated by the displayed icon(s). Hovering over the icon with the cursor will indicate the nature of the warning or error. Warnings and errors can also be viewed when Authorizing a Timesheet.



Loading a Worksheet

This menu selection is currently only available for companies utilizing excel worksheets to dispatch employees, as a method of loading excel spreadsheet information to the timesheet system.



Note: The following procedures are for Office 2003 and higher.

Step 1 – At left navigation menu click on “Worksheet Import”.



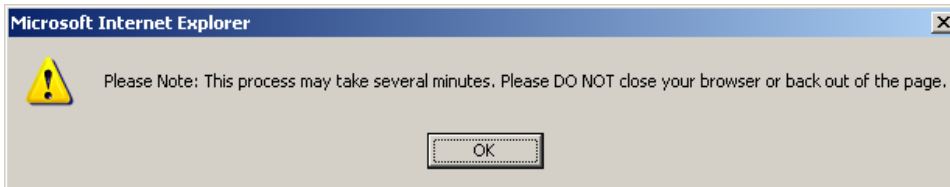
“Help” contains procedures to define worksheet zones in Office 2003 format; newer versions of Office may differ slightly

Step 2 – The “Import Worksheet” page as shown below will load.

Worksheet Import	
Users can upload a predefined excel worksheet to generate a timesheet template for timesheet creation. For more information regarding how to predefine worksheet, please click on "Help" button.	
Order Date:	<input type="text"/> 
Shift:	Select a shift 
Worksheet File:	<input type="text"/> <input type="button" value="Browse..."/> (Excel File Only)
<input type="button" value="go"/>	

Step 3 – Enter an Order date and Shift, then browse to the predefined worksheet on your local drive and click on “Go” button. (For more information about predefined worksheet format, please read the help section on the web site.)

A warning message as shown below will appear and alert user not to close the browser or back out of the page. Click on “OK” to proceed.

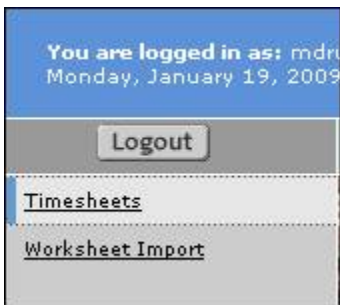


A successful message as shown below will be displayed when process is done.

Worksheet Import ?	
Users can upload a predefined excel worksheet to generate a timesheet template for timesheet creation. For more information regarding how to predefine worksheet, please click on "Help" button.	
Order Date:	<input type="text"/>
Shift:	Select a shift ▼
Worksheet File:	<input type="text"/> <input type="button" value="Browse..."/> <small>(Excel File Only)</small>
<p>System has successfully processed the worksheet, please proceed to create timesheet. <input type="button" value="go"/></p>	

Indicates import worksheet process was successful

Step 4 – At left navigation menu click on “Timesheets”.



Step 5 – A “Timesheet” webpage as shown below will load. The calendar will show a Person icon when there is a worksheet loaded.

Indicates where a worksheet is loaded

	Sat 10	Sun 11	Mon 12	Tue 13	Wed 1
01:00		3 TS	5 TS		1 TS
08:00		11 TS	8 TS	7 TS	11 TS
16:30	1 TS	9 TS	1 TS	2 TS	7 TS

Step 6 – Click on the box corresponding to the date and shift of the timesheet to be added (the selected box will be indicated by an orange square), then click on the Add New Timesheet icon.

◀ 10.01.2

	Sat 10	Sun 11	Mon 12	Tue
01:00		3 TS	5 TS	
08:00		11 TS	8 TS	7 TS
16:30	1 TS	9 TS	1 TS	2 TS

33 Employee(s) Despatched/Called Back.

Timesheets



The template dropdown list will contain the worksheet imported.

Create New Timesheet

Select template and description to create a new timesheet.

Template	Worksheet IMPORT - Timesheet_TractorDriver
Description	Empty Timesheet for Dock Operation Empty Timesheet for Vessel Operation Foreman Bereavement Leave Worksheet IMPORT - HatchClerk Worksheet IMPORT - Timesheet_ConeMen Worksheet IMPORT - Timesheet_COSSCO Worksheet IMPORT - Timesheet_DGDriver Worksheet IMPORT - Timesheet_Driver Worksheet IMPORT - Timesheet_FirstAid Worksheet IMPORT - Timesheet_RSDriver Worksheet IMPORT - Timesheet_TractorDriver

Step 7 – Select the appropriate template and then click the “OK” button.

Wait until the timesheet is built.

Remote Payroll Entry (RPE) User Manual

SH: 10.4 | OT: 0

Save Print Edit Add Copy

Ship: Site-Berth: Select Site-Berth

Port Code: 085 - FAIRVIEW TERMINAL Ship Code: Operation: 0 - DOCK Account Code:

37991 ALBRIGHT, EDDY O SH: 8 | OT: 0

Select Costing Code Select Commodity Code 29 - DOCK MOBILE EQUIP OP Apply skill differential

32441 ALLEN, MIKE SH: 8 | OT: 0

Select Costing Code Select Commodity Code 29 - DOCK MOBILE EQUIP OP Apply skill differential

29461 BLAIN, ROBERT SH: 8 | OT: 0

Select Costing Code Select Commodity Code 29 - DOCK MOBILE EQUIP OP Apply skill differential

27509 DEON, DANIEL SH: 8 | OT: 0

Select Costing Code Select Commodity Code 29 - DOCK MOBILE EQUIP OP Apply skill differential

37960 HARRIS, KEITH SH: 8 | OT: 0

Select Costing Code Select Commodity Code 29 - DOCK MOBILE EQUIP OP Apply skill differential

Step 8 – Modify the timesheet and then click on the Save button.

Timesheet detail is saved and re-loaded.

Step 9 – When you return to the timesheet main page, a padlock icon indicates whether the timesheets are locked or unlocked. If locked, click on the check box next to the padlock icon to unlock. (The timesheets are all locked / unlocked on a toggle basis.)

Sat. Jan 10, 2009 08:00 Shift

No. of Timesheets	2
No. of Employees	20
No. of Shift Hours	160.00
No. of OT Hours	0.00
Total Hours	160.00
Warning	0
Errors	20

Timesheets

add new timesheet	104832 15	104833 5
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Click check box to lock or unlock timesheets

Step 10 – To unlock an individual timesheet, click on the timesheet number, then un-tick the check box in the timesheet detail page. Click on the “Save” button to save the timesheet.

Timesheets

add new timesheet	104832 15	104833 5
-------------------	-----------	----------

The selected timesheet detail page will load. A padlock icon with check box is located on the top of the timesheet table.

Edit Timesheet: 104832 SH: 120 | OT: 0

Save Print Edit Add Copy

Ship: Site-Berth: FWW

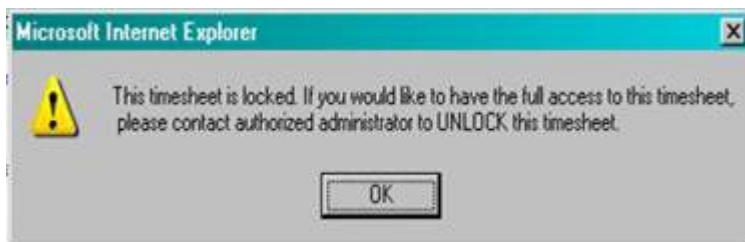
Port Code: 085 - FARRAW TERMINAL Ship Code: Operation: B - DOCK Account Code:

37991 ALBRIGHT, EDDY D SH: 0 | OT: 0

Select Costing Code Select Connodty Code B - DOCK MOBILE EQUIP OP Apply skill differential

NOTE: When a timesheet is locked, only users with authorization rights can access the timesheet, The check box is disabled for unauthorized users.

When a locked timesheet is clicked on by an unauthorized user, the following message will display:



Entering Foreman Statutory Holiday Pay Timesheets

Step 1 – Select shift 2 on a date which IS a statutory holiday as defined in the collective agreement. i.e. Jan 01, 2008

Step 2 – Click the “add new timesheet” icon.

Step 3 – Select “Foreman Statutory Holiday Pay” from the list of templates.

Step 4 – It is suggested to enter the name of the holiday as a description. Click OK to create the timesheet.

Step 5 – On the timesheet click the “Add” button to select the Foreman to be included in the timesheet.

Step 6 – Click the “add selected employee(s) to timesheet” button.

Step 7 – When the employees have been added to the timesheet, click the “Edit” button to return to edit mode.

Step 8 – The timesheet will contain all the foremen that you selected and each of them will have a gross pay amount of 8 hours multiplied by the current hourly rate for occupation code 05.

Entering Balance Of Earning Timesheets for Companies with Foreman on Option

Step 1 – Select shift 2 on a date which IS the last day of the quarter.

Step 2 – Click the “add new timesheet” icon.

Step 3 – Select “Foreman Balance of Earnings” from the list of templates.

Step 4 – It is suggested to enter “BOE”, the quarter and the year as a description. Click OK to create the timesheet.

Step 5 – On the timesheet click the “Add” button to select the Foreman to be included in the timesheet.

Step 6 – Click the “add selected employee(s) to timesheet” button.

Step 7 – When the employees have been added to the timesheet, click the “Edit” button to return to edit mode.

Step 8 – The timesheet will contain all the foremen that you selected and each of them will have a gross pay amount. If the foremen are not on “option” then the amount should be 0.00.

* NOTE: This will only auto-populate the data if the selected date is the last week end date of the previous quarter AND the last week information has been merged to history.

Entering Foreman Vacation Pay Timesheets

Step 1 – Select shift 2 of the prior year's December 31st date. e.g., If the current year is 2008, then select December 31, 2007.

Step 2 – Click the “add new timesheet” icon.

Step 3 – Select “Foreman Vacation Pay” from the list of templates.

Step 4 – It is suggested to enter the name “Foreman Vacation Pay” and the year as the description. Click OK to create the timesheet.

Step 5 – On the timesheet click the “Add” button and select the Foreman to be included in the timesheet.

Step 6 – Click the “Add selected employees to timesheet:” button.

Step 7 – When the employees have been added to the timesheet, click the “Edit” button to return to edit mode.

Step 8 – The timesheet will contain all the foremen that you selected and each of them will have a gross pay amount.

Entering Bereavement Leave Timesheets (for foremen)

Step 1 – Select shift 2 on any date.

Step 2 – Click the “add new timesheet” icon.

Step 3 – Select “Foreman Bereavement Leave” from the list of templates.

Step 4 – It is suggested to enter the name “Bereavement Leave” as the description. Click OK to create the timesheet.

Step 5 – On the timesheet click the “add” button and select the Foreman to be included in the timesheet.

Step 6 – Click the “add selected employee(s) to timesheet” button.

Step 7 – When the employee has been added to the timesheet, click the “Edit” button to return to edit mode.

Step 8 – The timesheet will contain the foremen that you selected and each of them will have a gross pay amount of 8 hours multiplied by the current hourly rate for occupation code 05.

Editing Employee Details

Editing a Regular Timesheet

Step 1 – Select the appropriate date and shift from the grid.

	Sun 16	Mon 17	Tue 18	Wed 19	Thu 20	Fri 21	Sat 22
01:00	2 TS						
08:00	2 TS						
16:30	1 TS						

Step 2 – Select the appropriate timesheet. Red timesheets contain errors, yellow timesheets contain warnings, and green timesheets do not contain errors or warnings and can be authorized.

Timesheets



Step 3 – Use the drop down menus to change costing centre, commodity, occupation code, and skill differential respectively

40136 BOUCHARD, PAUL E SH: 8 | OT: 1

100 - MAINTENANCE | Select Commodity Code | 06 - DOCK FORBMEN | Apply skill differential

Click on the expand button to activate the other details to edit. Once expanded a window like the one shown below will display. From here the necessary changes can be made.

40136 BOUCHARD, PAUL E SH: 8 | OT: 1

Shift Hours	Start	End	Total Hours	C / Agr.	Alloc.	Var.	Gross Items	Amount
Period 1:	07:30	12:00	Shift:	8.00	8.00		Meal Allowance:	0.00
Period 2:	12:30	17:00	Meal hour:	0.00	0.00		Fares:	0.00
Period 3:			Shift Extension:	1.00	1.00			
			S/E After Meal:	0.00	0.00			
			Travel Time:		0.00			

100 - MAINTENANCE | CBM - CEMENT | 01 - SHIP LONGSHORBEMEN | Apply skill differential

H/R Breakdown	Hours	B / Rate	Comm.	Skill	Total	Gross Items	Amount
Shift:	8.00	33.31	0.15	0.00	33.46	Meal Allowance:	0.00
Meal Hour:	0.00	49.96	0.15	0.00	50.11	Fares:	0.00
Shift Extension:	1.00	49.96	0.15	0.00	50.11		
S/E After Meal:	0.00	66.62	0.15	0.00	66.77		
Travel Time:	0.00	30.96			30.96		

Totals SH: 56 | OT: 1

Remote Payroll Entry (RPE) User Manual

Note – There should not be Variation in the Total Hours between the Collective Agreement and the Allocated.

Total Hours	C/ Agr.	Alloc.	Var.
Shift:	7.00	2.00	-5.00
Meal hour:	0.00	0.00	
Shift Extension:	0.00	0.00	
S/E After Meal:	0.00	0.00	
Travel Time:		0.00	

Step 4 – If desired, the costing line for an employee can be split by clicking on the indicated button.

41300 DHALIWAL, HARVINDER S SH: 8 | OT: 0

Select Costing Code | Select Commodity Code | 02 - DOCK LONGSHORBEN | Apply skill differential

Expand details

Split costing line

41300 DHALIWAL, HARVINDER S SH: 8 | OT: 0

Select Costing Code | Select Commodity Code | 02 - DOCK LONGSHORBEN | Apply skill differential

Select Costing Code | Select Commodity Code | 02 - DOCK LONGSHORBEN | Apply skill differential

Expand the details and make necessary changes to each costing line.

41300 DHALIWAL, HARVINDER S SH: 8 | OT: 0

Shift Hours	Start	End	Total Hours	C/ Agr.	Alloc.	Var.	Gross Items	Amount
Period 1:	08:00	12:00	Shift:	8.00	8.00		Meal Allowance:	0.00
Period 2:	12:30	16:30	Meal hour:	0.00	0.00		Fares:	0.00
Period 3:			Shift Extension:	0.00	0.00			
			S/E After Meal:	0.00	0.00			
			Travel Time:		0.00			

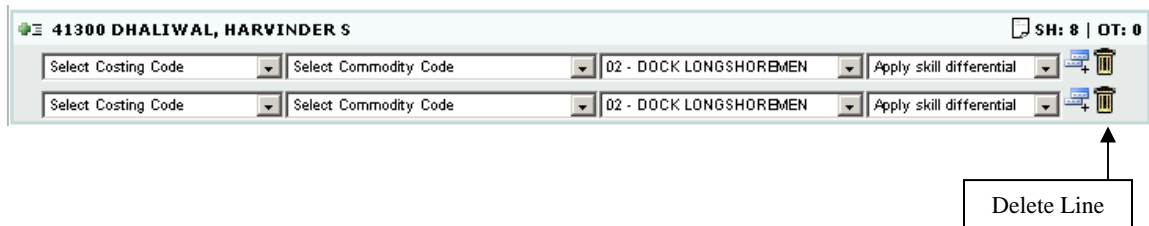
Select Costing Code | Select Commodity Code | 02 - DOCK LONGSHORBEN | Apply skill differential

H/R Breakdown	Hours	B/Rate	Comm.	Skill	Total	Gross Items	Amount
Shift:	8.00	55.05	0.00	0.00	55.05	Meal Allowance:	0.00
Meal Hour:	0.00	37.07	0.00	0.00	37.07	Fares:	0.00
Shift Extension:	0.00	79.95	0.00	0.00	79.95		
S/E After Meal:	0.00	49.42	0.00	0.00	49.42		
Travel Time:	0.00	0.00			0.00		

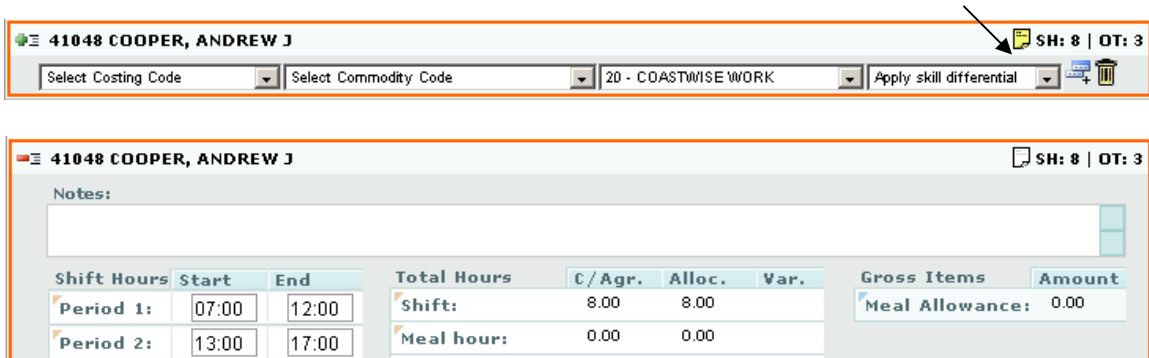
Select Costing Code | Select Commodity Code | 02 - DOCK LONGSHORBEN | Apply skill differential

H/R Breakdown	Hours	B/Rate	Comm.	Skill	Total	Gross Items	Amount
Shift:	0.00	0.00	0.00	0.00	0.00	Meal Allowance:	0.00
Meal Hour:	0.00	0.00	0.00	0.00	0.00	Fares:	0.00
Shift Extension:	0.00	0.00	0.00	0.00	0.00		
S/E After Meal:	0.00	0.00	0.00	0.00	0.00		
Travel Time:	0.00	0.00			0.00		

Step 5 – User can also remove an employee or a costing line by clicking on the indicated button.



Step 6 – By clicking on the indicated icon, comments and notes can be added to the selected detail line. A white icon indicates there is no comment or note; a yellow icon indicates a comment or note. The comment or note can be viewed without expanding the details by hovering the cursor over the icon.



Editing Year End Timesheets

Case 1: When the Foreman year end split (December 31) occurs earlier than the pay ending date for the current payroll week:

When timesheets are created in dates after the year end split date, all the foreman records are held back, meaning that they will not be processed during the current week. There will be a warning at the timesheet level explaining that foremen records after split date will not be submitted in the current week.

After the timesheet is submitted, the same timesheet number will appear in the next week, ready to be submitted with the remaining Foreman records.

Case 2: When the Foreman year end split (December 31) occurs later than the pay ending date for the current payroll week:

When timesheets are created in dates after the pay ending date, but before the year end split date, all the Longshoreman records are held back, meaning that they will not be processed during the current week. The Foreman records however, will be processed in the current week. There will be a warning at the timesheet level explaining that foremen records after split date will be submitted in the current week.

After the timesheet is submitted, the same timesheet number will appear in the next week, ready to be submitted with the remaining Longshoreman records.

Editing Gross Only Timesheets

Step 1 – Select the appropriate date and shift from the grid.

Step 2 – Select the appropriate timesheet. A window like the one shown below will display. From here necessary changes can be made.

The screenshot shows a software window titled "Edit Timesheet: 101212 | STAT HOLIDAY Test 1". At the top, there are buttons for "Save", "Print", "Edit", "Add", and "Copy". Below these are input fields for "Ship:", "Site-Berth:" (with a dropdown menu showing "FVW"), "Port Code:" (with a dropdown menu showing "085 - FAIRVIEW TERMINAL"), "Ship Code:", "Operation:" (with a dropdown menu showing "0 - DOCK"), and "Account Code:". The main area contains a list of employee entries, each with a name, ID, and a table of timesheet data. The first entry, "27573 BAKER, PAUL", is highlighted with an orange border. The table for each entry has three columns: a dropdown menu for costing codes (all showing "520 - DL MAINTENANCE"), a dropdown menu for occupation codes (all showing "05 - SHIP FOREMEN"), and a text field for the gross amount (all showing "330.24"). A trash icon is visible to the right of each entry.

Employee Name	Costing Code	Occupation Code	Gross Amount
27573 BAKER, PAUL	520 - DL MAINTENANCE	05 - SHIP FOREMEN	330.24
29444 EDWARDS, FEDELIS J	520 - DL MAINTENANCE	05 - SHIP FOREMEN	330.24
32425 LUND, DAVE	520 - DL MAINTENANCE	05 - SHIP FOREMEN	330.24
32472 SHEASGREEN, KEVIN	520 - DL MAINTENANCE	05 - SHIP FOREMEN	330.24

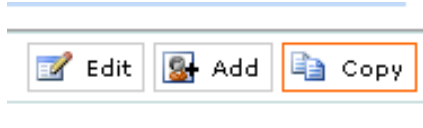
Step 3 – Use the drop down menus to change site-berth, port and operation codes respectively.

Step 4 – Click on the appropriate employee line to edit. Use the drop down menus to change costing codes and occupation codes respectively.

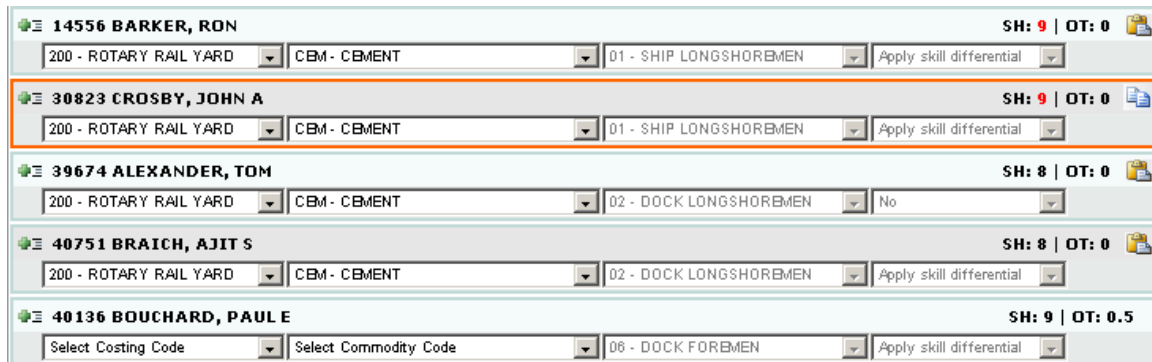
Step 5 – Click on the gross amount and enter new amount as appropriate.

Copying a Timesheet Detail Record

Step 1 – Select “Copy” mode.



Step 2 – Select the employee with the shift details to be copied; it will be outlined in orange once selected.



Step 3 – Click the paste icon for each employee to apply the copied shift details to that employee. A green checkmark will display to indicate details will be pasted to that employee. Note: Only enabled (non-grayed) fields will be copied.



Step 4 – Click the “Save” button to apply and see the copied changes.

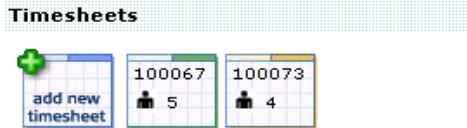
Step 5 – Click on “Edit” mode to continue working on timesheet.

Add a New Employee

Step 1 – Select the appropriate date and shift from the grid.

	Sun 16	Mon 17	Tue 18	Wed 19	Thu 20	Fri 21	Sat 22
01:00	2 TS						
08:00	2 TS						
16:30	1 TS						

Step 2 – Select the appropriate timesheet. Red timesheets contain errors, yellow timesheets contain warnings, and green timesheets do not contain errors or warnings and can be authorized.



Step 3 – Switch to “Add” mode.



Step 4 – In Add mode this window will display

Click to add an Employee

Click to add an RWF

Click to add a Foreman

Search for an employee by name

Results for employee name search

Use to add an employee by registration number

Use to transfer employees between adjacent fields

Click to add the employee(s) shown in the field above to the timesheet

The screenshot shows a window with tabs for Employee (0), RWF (0), and Foreman (0). It includes dropdowns for Costing Code, Commodity Code, and Occupation Code. A search field for 'Name' contains 'smith' and a 'find' button. A 'Registration Number' field has an 'add to selection' button. A list of 'Employee(s) found' includes names like 'LCI NW ARROWSMITH, J JH 025751'. A 'Selection of Employee(s) to be added to Timesheet' area has navigation buttons (>>, >, <, <<). A bottom bar contains 'Save', 'Export', 'Print', 'Edit', 'Add', and 'Copy' buttons.

Adding Employees by Name

Step 1 – Enter the employee first or last name in the Name field and click “find”. The employees who’s name match the entry will be added to the “employee(s) found” list.

Step 2 – Optionally choose the Costing Code, Occupation or the Commodity.

Step 3 – Highlight the employee in the list and click the “>” button to add the employee to the selection.

Step 4 – Click the “add selected employee(s) to timesheet” button.

Adding Employees by Registration Number

Step 1 – Optionally choose the Costing Code, Occupation or the Commodity.

Step 2 – Enter the employee registration number and click “add to selection”

Step 3 – Click the “add selected employee(s) to timesheet” button.

Adding Regular Work Force Employees

Step 1 – Choose the RWF Tab.

Step 2 – Optionally choose the Costing Code, Occupation or the Commodity.

Step 3 – Highlight the RWF employee in the list and click the “>” button to add the employee to the selection.

Step 4 – Click the “add selected employee(s) to timesheet” button.

Adding Foreman Employees

Step 1 – Choose the Foreman Tab.

Step 2 – Optionally choose the Costing Code, Occupation or the Commodity.

Step 3 – Highlight the Foreman employee in the list and click the “>” button to add the employee to the selection.

Step 4 – Click the “add selected employee(s) to timesheet” button.

Adding Service Group Foreman

Step 1 – Choose the Foreman Tab. Foreman List shows Service Group Foreman with SG besides registration number.

Step 2 – Optionally choose the Costing Code or the Commodity.

Step 3 – Choose Occupation code 5 Only Ship foreman apply for Service Group Foreman.

Employee (0) RWF (0) Foreman (0)

Choose Costing, Commodity, Occupation code for the selected foreman employee (Optional):

500 - DL STEVEDORE CONTAINERS Choose a Commodity Code 05 - SHIP FOREMEN

Foreman Employee(s) found:

MCCANN, PAUL W 032468
OLMSTEAD, DONALD 032424
SHEASGREEN, KEVIN 032472
SMITH JR, EDWARD H 028862
VANDERMEER, JAKE 027566
BRIENZA, DON B 024912 SG
BRUMPTON, PAUL A 037338 SG
CHARTIER, RICK 023636 SG
COSTEA, IONEL 044878 SG
DERKACH, ADAM P 044858 SG
FILEWICH, GREG 044856 SG

Selection of Foreman Employee(s) to be added to Timesheet:

add selected employee(s) to timesheet

Step 4 – Highlight the Foreman employee in the list and click the “>” button to add the employee to the selection.

Step 5 – Click the “add selected employee(s) to timesheet” button.

Adding Linesman

Step 1 – Choose the Employee Tab.

Step 2 – Optionally choose the Costing Code or the Commodity & Choose Occupation code 15 for Linesmen.



Step 3 – Highlight the employee in the list and click the “>” button to add the employee to the selection or enter the employee registration number and click “add to selection”

Step 4 – Click the “add selected employee(s) to timesheet” button.

Note: Linesman added to the sheet with default Skill Differential NO, when change to Apply skill differential means pay the lead hand rate adds 0.80 cents to the skill.

Delete a Timesheet

Step 1 – Select the appropriate date and shift from the grid.

	Sun 16	Mon 17	Tue 18	Wed 19	Thu 20	Fri 21	Sat 22
01:00							
08:00							
16:30							

Step 2 – Select the appropriate timesheet and drag and drop into Trash bin.

Mon. Sep 17, 2007 08:00 Shift



No. of Timesheets	1
No. of Employees	26
No. of Hours	208
Warning	0
Errors	0






Timesheets





Copy a Timesheet

Step 1 – Select the date and shift containing the timesheet to be copied from the grid.



	Sun 16	Mon 17	Tue 18	Wed 19	Thu 20	Fri 21	Sat 22
01:00							
08:00							
16:30							

Step 2 – Drag and drop the timesheet to be copied on to the appropriate Date and Shift on the grid.

Mon. Sep 17, 2007 08:00 Shift

	No. of Timesheets	1	
	No. of Employees	26	
	No. of Hours	208	
	Warning	0	
	Errors	0	

Timesheets

	
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Step 3 – Make changes if necessary by selecting the new copy of the timesheet and using the Edit and/or Add modes.

Authorizing a Timesheet

Step 1 – Select the Authorize tab.

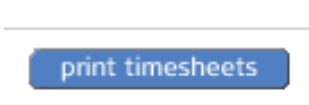


Step 2 – A screen like the one below will be displayed once the Authorized tab is selected. Please be familiar with the features shown. (Note: errors can also be seen in Edit Timesheet mode).

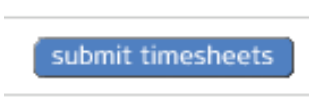
The screenshot shows a web interface for selecting timesheets for submission. It includes a table with columns for Timesheet, Regular, Adjusted, Pending, To Authorize, and Select. Below the table is an 'Overrideable Warning' section with several checked items and an 'I agree' button. Callout boxes provide instructions for various elements:

- Click to edit timesheet
- Click to print the error / warning report.
- Click to expand / collapse timesheet details
- Indicates the timesheet contains errors and cannot be authorized.
- Indicates the timesheet contains warnings that have to be reviewed prior to authorization.
- Indicates the timesheet is ready to be authorized.
- Click Checkmark to override ALL warnings for selected timesheet
- Check box to select timesheet for authorization
- Check box to override the warning listed
- Click to approve and accept the selected warnings.

Step 3 – Click to print timesheet (optional). Button will be blue when it is activated.




Step 4 – Click for final submission of the selected timesheets into the payroll. Button will be blue when it is activated.



Step 5 – A screen as pictured below will load. Double check the details of the timesheet(s) to be submitted. Enter your password and click “submit timesheets” to confirm authorization.

FIBRECO EXPORT INC

Sun. Jun 10, 2007 Shift 01:00 To Sat. Jun 16, 2007 Shift 16:30

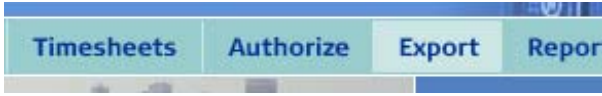
 **Error/Warning Report**

Confirm Authorization ?					
Users can export timesheet information for adhoc reporting or import into external systems. Data is extracted in comma separated values(CSV) format for easy import into excel or other data processing applications.					
Timesheet	Date	Shift	Timesheet	Regular	Adjusted
	Tue Jun 12, 2007	08:00	100094	8	8
Logged as	fib_manager				
Password	<input type="password"/>				
<input type="button" value="cancel"/> <input type="button" value="submit timesheets"/>					

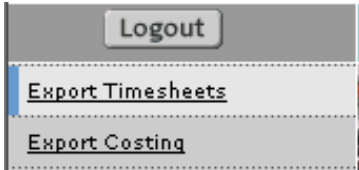
Step 6 – After submitting the timesheet(s) an authorization report will load. This report is to be signed and sent to the pay office to authorize to pay.

Exporting a Timesheet



Step 1 – Select the Export tab.



Step 2 – Select Export Timesheets from the side panel.



Step 3 – Select the range of dates from which the timesheets are to be exported from.

From	<input type="text" value="16.09.2007"/>	
To	<input type="text" value="20.09.2007"/>	

Step 4 – Select the shift(s) from which the timesheets are to be exported from.

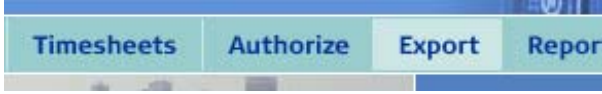
Shift(s)	<div style="border: 1px solid black; padding: 2px;"><p>--- All ---</p><p>1 GRAVEYARD SHIFT</p><p>2 DAY SHIFT</p><p>3 EVENING SHIFT</p></div>
-----------------	--

Step 5 – Select the Data Element(s) to include in the exported timesheet(s).

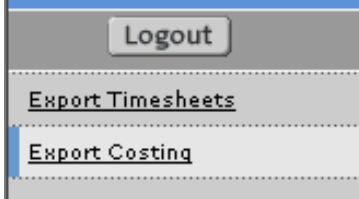
Data Elements	<ul style="list-style-type: none"><input checked="" type="checkbox"/> Site<input checked="" type="checkbox"/> Date when employee worked at site<input checked="" type="checkbox"/> Shift worked by employee<input checked="" type="checkbox"/> Employee's registration number<input checked="" type="checkbox"/> Employee's name<input checked="" type="checkbox"/> Type of work performed by employee<input checked="" type="checkbox"/> Shift hours worked<input checked="" type="checkbox"/> Rates of pay<input checked="" type="checkbox"/> Cost center information<input checked="" type="checkbox"/> Timesheet number<input checked="" type="checkbox"/> Indication if timesheet is authorized
<input type="button" value="export"/>	

Exporting Costing

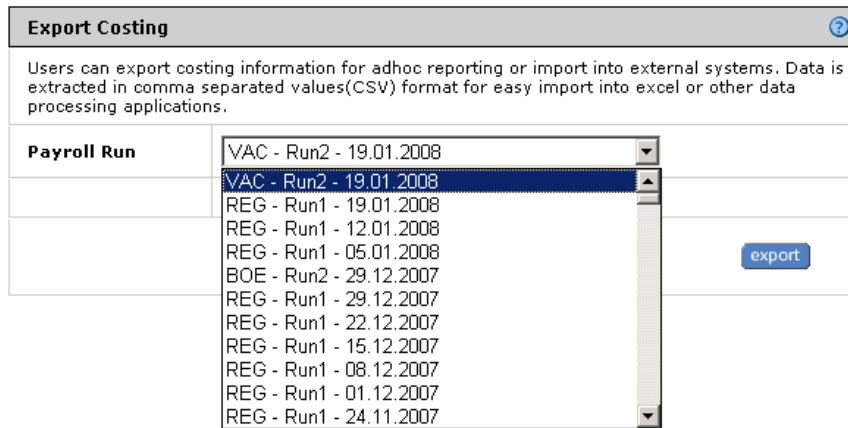
Step 1 – Select the Export tab.



Step 2 – Select Export Timesheets from the side panel.



Step 3 – Using the drop down menu, select the date and payroll run from which the costing data is to be exported and click on “export”.



Authorization History Report

Step 1 – Select the Reports Tab.



Step 2 – Select the range of dates to be included in the report(s).

From	<input type="text" value="23.09.2007"/>
To	<input type="text" value="29.09.2007"/>

Step 3 – Click on “run report”.

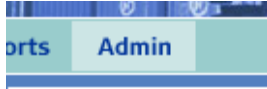


Step 4 – A list of submitted timesheets will display. Click on “View / Print Authorization Report” for the desired timesheet.

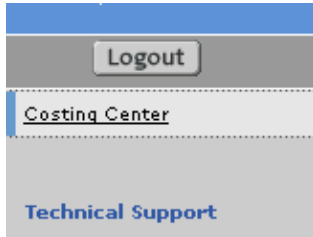
☰ Authorization History (Total: 2 Submissions)				
Date	Submission Time	Submitted By	Submission Status	
Mon, Sep 24, 2007	17:41:44	fib_manager	Accepted	View / Print Authorization Report
Mon, Sep 24, 2007	15:36:29	fib_manager	Accepted	View / Print Authorization Report

Manage Costing Center Codes

Step 1 – Select the Admin tab.



Step 2 – Select Costing Center from the side panel.

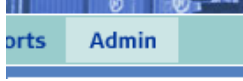


Step 3 – A screen like the one pictured below will load. From here Costing Center Codes can be removed if shown in blue and also Costing Center Codes can be added.

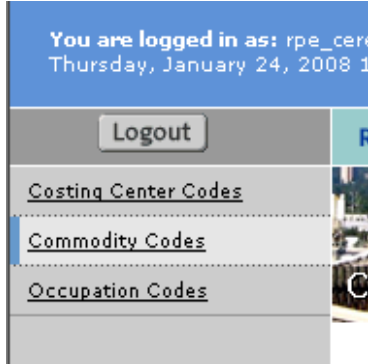
Manage Costing Center Codes ?							
Users can export timesheet information for adhoc reporting or import into external systems. Data is extracted in comma separated values(CSV) format for easy import into excel or other data processing applications.							
Costing Center Code(s)	<div style="border: 1px solid #ccc; padding: 5px;"> 100 - MAINTENANCE 200 - ROTARY RAIL YARD 300 - SHIP LOADER - VESSELS 400 - SHIP LOADER - BARGES 500 - PILE MAINTENANCE 600 - BARGE UNLOADING 700 - BARGE LOADING 900 - PELLETS </div>						
Remove	You may remove unused costing center codes shown in blue. Select the costing code from the above list then click remove. remove unused code						
Add New	<table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 30%; border-bottom: 1px solid #ccc;">Code</td> <td style="width: 40%; border-bottom: 1px solid #ccc;">Description</td> <td style="width: 30%;"></td> </tr> <tr> <td style="border-bottom: 1px solid #ccc;"><input type="text"/></td> <td style="border-bottom: 1px solid #ccc;"><input type="text"/></td> <td style="text-align: right; border: 1px solid #ccc; background-color: #0070c0; color: white; padding: 5px;">add new code</td> </tr> </table>	Code	Description		<input type="text"/>	<input type="text"/>	add new code
Code	Description						
<input type="text"/>	<input type="text"/>	add new code					

Manage Commodity Codes

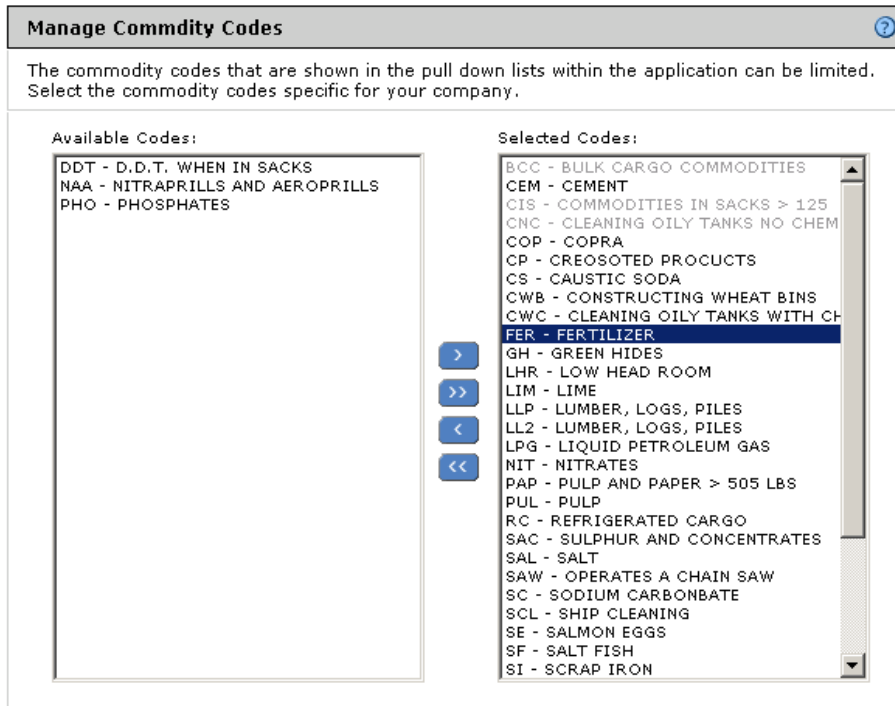
Step 1 – Select the Admin tab.



Step 2 – Select Costing Center from the side panel.

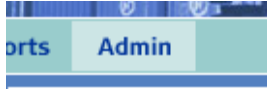


Step 3 – A screen like the one pictured below will load. From here Commodity Codes that appear in the lists can be altered (i.e. remove unused codes). Use the blue arrows to transfer the highlighted code(s) between fields.

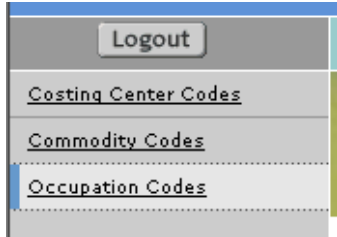


Manage Occupation Codes

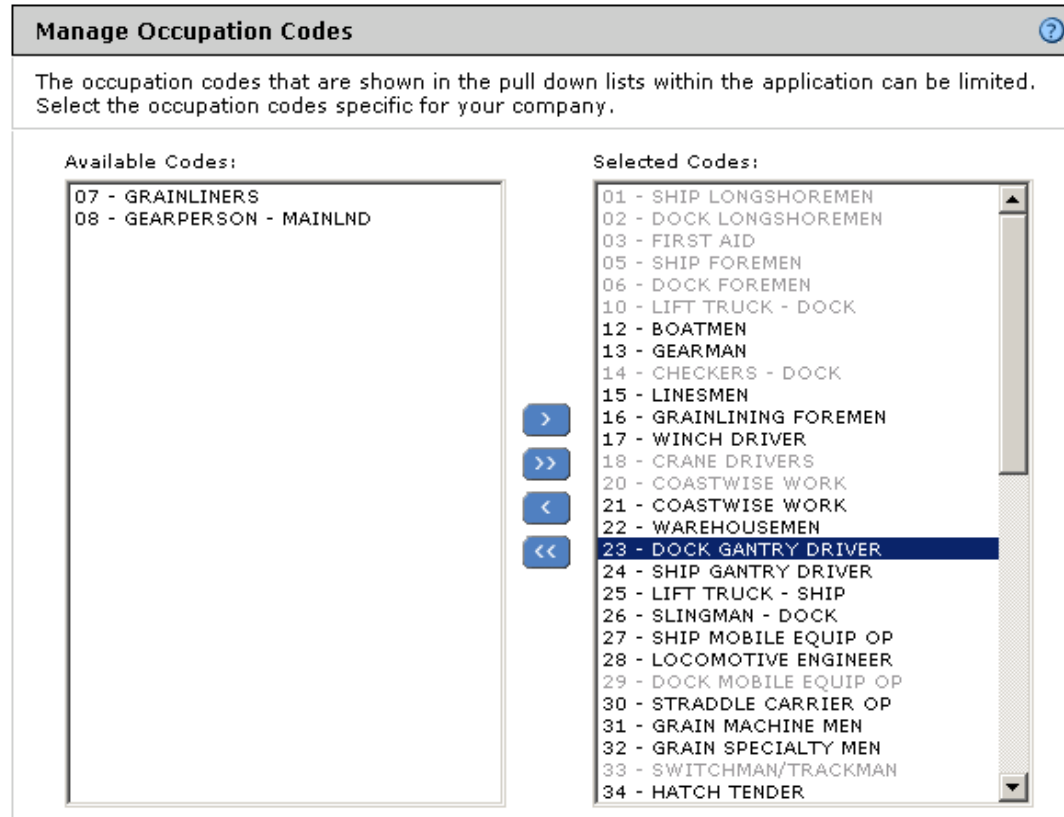
Step 1 – Select the Admin tab



Step 2 – Select Occupation Codes from the side panel



Step 3 – A screen like the one pictured below will load. From here Occupation Codes that appear in the lists can be altered (i.e. remove unused codes). Use the blue arrows to transfer the highlighted code(s) between fields.



Operation Timesheet Report:

MAHER TERMINALS HOLDING CORP

23.08.2009

	Sun 23	Mon 24	Tue 25	Wed 26	Thu 27	Fri 28	Sat 29
01:00	6 TS	9 TS	1 TS				
08:00	11 TS		1 TS				
16:30	9 TS						

Sun, Aug 23, 2009 01:00 Shift



No. of Timesheets 6
 No. of Employees 31
 No. of Shift Hours 175.50
 No. of OT Hours 18.00
 Total Hours 193.50
 Warning 8
 Errors 0



OPSPrint

Operation timesheets report for selected shift.

Timesheets

add new timesheet

108433 4	108434 5	108435 5	108436 5	108437 6	108438 6
-------------	-------------	-------------	-------------	-------------	-------------

MAHER TERMINALS HOLDING CORP

Sun. Aug 23, 2009 01:00 Shift Timesheets

add new timesheet

108433 4	108434 5	108435 5	108436 5	108437 6	108438 6
-------------	-------------	-------------	-------------	-------------	-------------

Operation timesheet report for selected timesheet.

Edit Timesheet: 108437 | RAIL OPS-TRACTOR TRAILER SH: 45 | OT: 0

Save Print OPSPrint Edit Add Copy

Ship: Site-Berth: Select Site-Berth

Port Code: 085 - FAIRVIEW TERMINAL Ship Code: CPR Operation: 0 - DOCK Account Code:

24099 BASSO, ATTILIO SH: 7.5 OT: 0
505 - DL YARD RAIL Select Commodity Code 29 - DOCK MOBILE EQUIP OP Apply skill differential
32447 BLACKHALL, ALFRED C SH: 7.5 OT: 0
505 - DL YARD RAIL Select Commodity Code 29 - DOCK MOBILE EQUIP OP Apply skill differential
18250 MCDUGALL, ROD SH: 7.5 OT: 0
505 - DL YARD RAIL Select Commodity Code 29 - DOCK MOBILE EQUIP OP Apply skill differential
38092 MOORES, WAYNE SH: 7.5 OT: 0
505 - DL YARD RAIL Select Commodity Code 29 - DOCK MOBILE EQUIP OP Apply skill differential
18248 NELSON, MEL M SH: 7.5 OT: 0
505 - DL YARD RAIL Select Commodity Code 29 - DOCK MOBILE EQUIP OP Apply skill differential
37956 WHITTLES, BRAD SH: 7.5 OT: 0
505 - DL YARD RAIL Select Commodity Code 29 - DOCK MOBILE EQUIP OP Apply skill differential
Totals SH: 45 OT: 0

Sample OPS Timesheet Report:

Report: OPSTimesheetReport.rpt Run Date: 16.09.2009 Run Time: 5:38:27PM Page 1 of 1

MAHER TERMINALS HOLDING CORP.				Company Code: 064		SHIFT 1				RPE OPS TIMESHEET				Timesheet Number: 108437			
VESSEL:						DAY	MO	YEAR	LOCATION				PIER				
						23	08	2009	PRINCE RUPERT				Fairview Terminals				
NAME	EMP NO.	OCC CODE	OPS CODE		SHIFT		SHIFT		OT		HOURS			MEAL ALLOW	OTHER	TOOL BX TALK	PPE
			DESC	COST	START	FINISH	START	FINISH	START	FINISH	SHIFT	OT	DBL SHIFT OT				
1 NELSON, MEL M	018248	29			01:00	04:30	05:00	08:00					7.50				
2 MCDUGALL, ROD	018250	29			01:00	04:30	05:00	08:00					7.50				
3 BASSO, ATTILIO	024088	29			01:00	04:30	05:00	08:00					7.50				
4 BLACKHALL, ALFRED C	032447	29			01:00	04:30	05:00	08:00					7.50				
5 WHITTLES, BRAD	037958	29			01:00	04:30	05:00	08:00					7.50				
6 MOORES, WAYNE	038082	29			01:00	04:30	05:00	08:00					7.50				
7																	
8																	
9																	
10																	
11																	
12																	

TOTALS				
--------	--	--	--	--

FOREMAN'S SIGNATURE _____
 SUPERVISOR SIGNATURE _____
 OFFICE SIGNATURE _____

REMARKS:


Preview Authorization Report:

In authorization page

MAHER TERMINALS HOLDING CORP

Sun. Sep 06, 2009 Shift 01:00 To Sat. Sep 12, 2009 Shift 16:30

 **Include Overpayments and Shortages**

 **Error/Warning Report**

1 Select Timesheets for Submission ?

The following timesheet(s) may be included as part of the current payroll. Please ensure that all warnings and errors have been resolved prior to authorization. Timesheets that have a green status may be selected for submission.

Timesheet	Regular	Adjusted	Pending	To Authorize	Select
Sun Sep 06, 2009 Shift 08:00					
 108469 test	1			1 	<input checked="" type="checkbox"/>

2 Preview Authorization Report For Selected Timesheets (optional) ?

Preview authorization report for selected timesheets to verify the submission details. The authorization report will continue to be generated automatically on timesheet submission.

[authorization preview](#)

3 Print Selected Timesheets ?

The selected timesheets can be printed and filed for future reference.

[print timesheets](#)

4 Submit Selected Timesheet ?

Selected timesheets can be submitted to be part of the current payroll. You will be asked to enter your password to authorize the timesheets for submission. An authorization report will be auto generated which you will need to sign and fax to the WEBC. This payroll's authorization reports can be reprinted using the authorization history section below. The previous authorization reports can be reprinted using the reports section.

[submit timesheets](#)

 **Authorization History (Total: 1 Submission)**

Sample Preview Authorization Report.

Report: AuthorizationReport.rpt

MAHER TERMINALS HOLDING CORP.

Page 1 of 2

Run Date: 16.09.2009

Preview Authorization Report

Run Time: 5:06:21PM

Pay Ending Date: 12.09.2009
Timesheet Number: 108469

Submission Date/Time:
Submitted Payroll Timesheet Number:

Company: 064 - MAHER TERMINALS HOLDING CORP.

Employee	Date Worked	Sh	TT Hours	TT Rate	Shift Hours	Shift Rate	OT Hours	OT Rate	Fares	Meal Allow	Gross Only	Occ Code	Sp	Labour Cost	Misc
041042 JOHAL	06.09.2009	2	0.00	0.00	9.00	55.22	0.00	0.00	0.00	0.00	0.00	01		500	
Subtotals for Timesheet Number 108469:			0.00		9.00		0.00		0.00	0.00	0.00				
Number of records:			1												