Data Processing of Labor Hours

Every time a worker starts or ends a job, or checks out for a break or lunch, they are required to scan the **Job Number**, **Sequence**, and **Status**.

The **Status** can be one of the following: "Start", "End", or "End Partially".

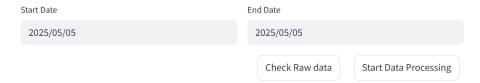
- "Start" is scanned when beginning a job.
- "End Partially" is scanned when a worker checks out for a break, lunch, or at the end of the day while the job is still incomplete.
- "End" is scanned only when the job has been fully completed.

Worker Time Data Portal User Guide

Step 1: Choose a Date Range



Get Started: Extract Desired Raw Data

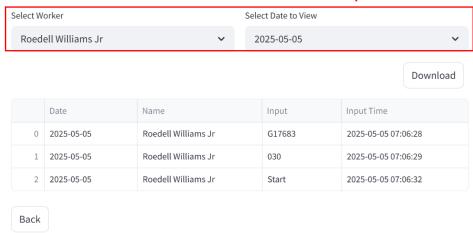


- Use the calendar to pick a **Start Date** and an **End Date**. This defines the range of data you want to view or process.
- Click "Check Raw Data" to preview the original data and proceed to Section A.
- Click "Start Data Processing" to begin processing the data based on your selected date range and proceed to Section B.

Tip: The start date must be before or equal to the end date. If not, you'll see a warning message.

Section A: Check Raw Data

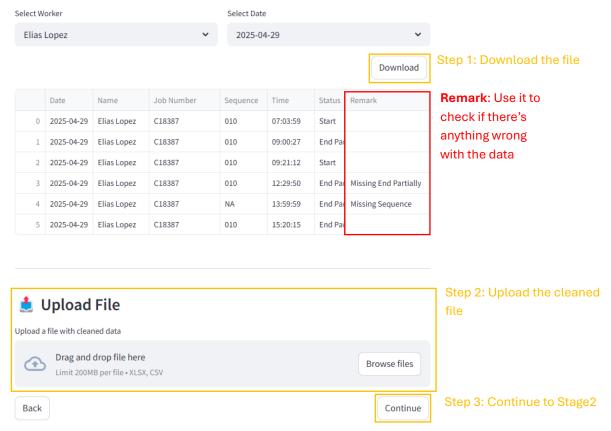
Dropdown: Use it to view specific data



- A table will appear displaying all scan records within the selected date range.
- Use the Worker and Date dropdown menus to filter and view specific data.
- Click the "**Download**" button in the top-right corner to export the raw data as an Excel file.
- Click "Back" at the bottom to return to the previous step.

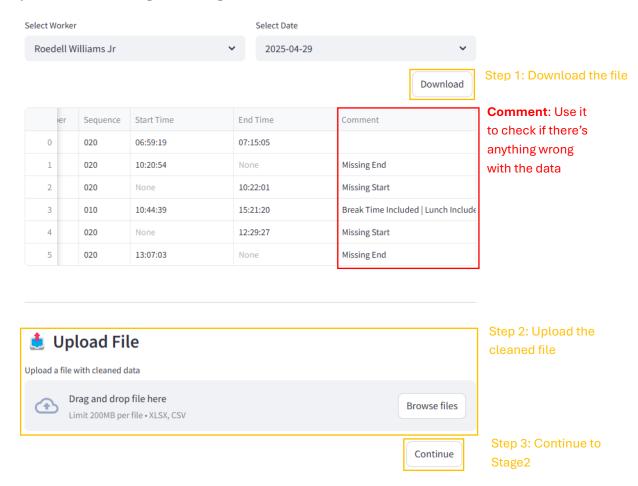
Section B: Start Data Processing

1) Data Process —— Stage 1



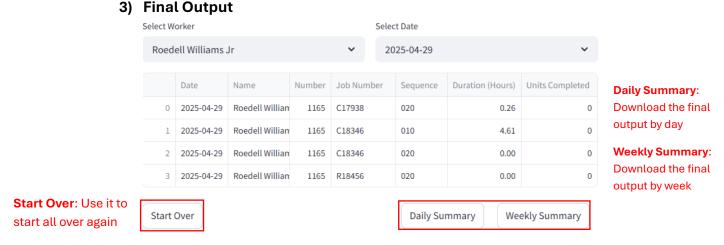
- A table will appear displaying the Start and End/End Partially input records separately.
- Use the Worker and Date dropdown menus to select and view specific data.
- The Remark column will automatically show notes such as:
 - "Missing End Partially" or "Missing Start" when scanning status codes were omitted but filled in automatically by the system.
 - "Missing Job_Number" or "Missing Sequence" indicating incomplete data that requires manual review and correction.
- Click the "Download" button in the top-right corner to export the data as an Excel file.
- Review and correct all rows with non-empty remarks, then upload the cleaned file back into the system.
- Click "Continue" to proceed to the next step.

2) Data Processing —— Stage 2



- A table will appear with **Start and End records combined** into a single entry for each work period.
- Use the Worker and Date dropdown menus to select the data you wish to view.
- The **Comment** column will automatically populate with notes such as:
 - "Missing Start" or "Missing End" indicating that either the start or end entry is missing.
 - "Break Time Included" or "Lunch Included" suggesting the worker may have forgotten to "End Partially" during a break or lunch.
 - A comment ending with an *asterisk* (*) indicates that the work duration is unusually long and may require further review or verification.
- Click the "Download" button in the top-right corner to export the data as an Excel file.
- Review and correct all rows with non-empty comments, then upload the cleaned file back into the system.

• Click "Continue" to get the final output.



- The result is ready for download, including worker number, working durations and units completed.
- Click "Daily Summary" to download the final data summarized by day/
 Click "Weekly Summary" to download data summarized by week.
- You can also view the data directly on the platform using the **Worker** and **Date** dropdown menus to filter the records.
- Click "Start Over" to return to the beginning and start a new data processing cycle.