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

- 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

Select Worker

| Roedell Williams Jr | ⌄ |

Select Date to View

| 2025-05-05 | ⌄ |

Download

	Date	Name	Input	Input Time
0	2025-05-05	Roedell Williams Jr	G17683	2025-05-05 07:06:28
1	2025-05-05	Roedell Williams Jr	030	2025-05-05 07:06:29
2	2025-05-05	Roedell Williams Jr	Start	2025-05-05 07:06:32

Back

- 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

Select Worker

| Elias Lopez | ⌄ |

Select Date

| 2025-04-29 | ⌄ |

| Download | Step 1: Download the file |

Remark: Use it to check if there's anything wrong with the data

	Date	Name	Job Number	Sequence	Time	Status	Remark
0	2025-04-29	Elias Lopez	C18387	010	07:03:59	Start	
1	2025-04-29	Elias Lopez	C18387	010	09:00:27	End Par	
2	2025-04-29	Elias Lopez	C18387	010	09:21:12	Start	
3	2025-04-29	Elias Lopez	C18387	010	12:29:50	End Par	Missing End Partially
4	2025-04-29	Elias Lopez	C18387	NA	13:59:59	End Par	Missing Sequence
5	2025-04-29	Elias Lopez	C18387	010	15:20:15	End Par	

⬆️ **Upload File**

Upload a file with cleaned data

| ☁️ | Drag and drop file here
Limit 200MB per file • XLSX, CSV | Browse files |

Step 2: Upload the cleaned file

| Back | | Continue |

Step 3: Continue to Stage2

- 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

Select Worker

Roedell Williams Jr

Select Date

2025-04-29

Step 1: Download the file

Comment: Use it to check if there's anything wrong with the data

	Sequence	Start Time	End Time	Comment
0	020	06:59:19	07:15:05	
1	020	10:20:54	None	Missing End
2	020	None	10:22:01	Missing Start
3	010	10:44:39	15:21:20	Break Time Included | Lunch Include
4	020	None	12:29:27	Missing Start
5	020	13:07:03	None	Missing End

📤 Upload File

Upload a file with cleaned data

Drag and drop file here
Limit 200MB per file • XLSX, CSV

Browse files

Step 2: Upload the cleaned file

Continue

Step 3: Continue to Stage2

- 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.

3) Final Output

Select Worker

| Roedell Williams Jr | ∨ |

Select Date

| 2025-04-29 | ∨ |

	Date	Name	Number	Job Number	Sequence	Duration (Hours)	Units Completed
0	2025-04-29	Roedell William	1165	C17938	020	0.26	0
1	2025-04-29	Roedell William	1165	C18346	010	4.61	0
2	2025-04-29	Roedell William	1165	C18346	020	0.00	0
3	2025-04-29	Roedell William	1165	R18456	020	0.00	0

Daily Summary: Download the final output by day

Weekly Summary: Download the final output by week

Start Over: Use it to start all over again

Start Over

Daily Summary   Weekly Summary

- 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.