



http://re-trans.com/timesheet



**ReTrans**

*Precision Logistics*

Username

Password

Enter



http://re-trans.com/timesheet/home



# ReTrans

*Precision Logistics*

Time In:

Time Out:

Clock In/Out

7:00 a.m.

Once Clock In/Out has been hit, time will be stamped into the box and will become grayed out

## Grunt Screen Fixed

**ReTrans***Precision Logistics*

Day	Time In	Time Out	Lunch In	Lunch Out
Monday	7:05 a.m	5:12 p.m	11:30 a.m	12:30 p.m
Tuesday	7:00 a.m	4:56 p.m	11:35 a.m	12:25 p.m
Wednesday	7:13 a.m		11:27 a.m	
Thursday				
Friday				

Comments can be entered here.

**Alert**Are you sure you would like to submit  
your weekly timesheet?alert box will appear  
when weekly  
timesheet is being  
submitted**Request Time Off**Please submit a list of dates that you would like to  
receive off.

User will type here ...

Send --&gt;

**ReTrans***Precision Logistics*

## Department Employees

Michael Bartz  
David Blix  
Tyler Canup  
David Campisi  
Cody Fernandez  
Eric Fesmire  
Drew Garth  
Trent Scott

## Employee Info

## Tyler Canup

Day	Time In	Time Out	Lunch In	Lunch Out
Monday	7:05 a.m	5:12 p.m	11:30 a.m	12:30 p.m
Tuesday	7:00 a.m	4:56 p.m	11:35 a.m	12:25 p.m
Wednesday	7:13 a.m		11:27 a.m	
Thursday				
Friday				

Total Hours Worked: 25

Comments: Doesn't get paid enough  
Coffee-maker is broken



Edit

Add

Manually Adjust

Approve Timesheet

Deny Timesheet

1


5

2

3

4

## Elite Main Page w/ User Selected

- 1 Used to edit a user's information
  - 2 Used to manually adjust hours
  - 3 Used to approve timesheet
  - 4 Used to deny timesheet
  - 5 Used to add user into system
-  Signifies user has given time off request

*Precision Logistics*

## Department Employees

Michael Bartz  
David Blix  
Tyler Canup  
David Campisi  
Cody Fernandez  
Eric Fesmire  
Drew Garth  
Trent Scott

## Employee Info

## Tyler Canup

Day	Time In	Time Out	Lunch In	Lunch Out
Monday	7:05 a.m	5:12 p.m	11:30 a.m	12:30 p.m
Tuesday	7:00 a.m	4:56 p.m	11:35 a.m	12:25 p.m
Wednesday	7:13 a.m		11:27 a.m	
Thursday				
Friday				

Total Hours Worked: 25

Comments: Doesn't get paid enough  
Coffee-maker is broken

Edit

Add

Manually Adjust

Approve Timesheet

Deny Timesheet



## Elite Main Page w/ User Selected

## Time Off Request

This is where the comments are listed about what days the user would like to take off. The elite then uses this information to make this decision using the manually adjust button located below the timesheet

ReTrans TimeSheet Web App

← → ↺

http://re-trans.com/timesheet

☰

ReTrans

Precision Logistics

Department Employees

Employee Info

Michael Bartz

David Blix

Tyler Canup

David Campisi

Cody Fernandez

Eric Fesmire

Drew Garth

Trent Scott

Tyler Canup

Day	Time In	Time Out	Lunch In	Lunch Out
Monday	7:05 a.m	5:12 p.m	11:30 a.m	12:30 p.m
Tuesday	7:00 a.m	4:56 p.m	11:35 a.m	12:25 p.m
Wednesday	7:13 a.m		11:27 a.m	
Thursday				
Friday				

Total Hours Worked: 25

Comments: Doesn't get paid enough  
Coffee-maker is broken

🚩

EditAdd

Manually AdjustApprove TimesheetDeny Timesheet

1

1

# Elite

## Send Notification

1 If either of these buttons are hit, the following screen appears

Send Notification

Depending on the type of notification, a predetermined message will be sent by the elite to the grunt's email showing the message that needs to be conveyed.

Enter Weekly Hours:  
This is an email reminder to enter your hours for the week.

Denied Timesheet:  
Your timesheet has been denied for the week. Please meet with your department supervisor to discuss a solution.

Send Notification --> ↗

**ReTrans***Precision Logistics*

## Department Employees

Michael Bartz

David Blix

Tyler Canup

David Campisi

Cody Fernandez

Eric Fesmire

Drew Garth

Trent Scott

## Employee Info

Personal Info[Delete User](#)Employee Name: Date of Birth: 

Address:

Address

City, State

ZIP

Account InfoUsername: Password: Employee Type: [Edit](#)[Add](#)[Save Changes](#)

# Elite Edit User

**ReTrans***Precision Logistics*

## Department Employees

Michael Bartz  
David Blix  
Tyler Canup  
David Campisi  
Cody Fernandez  
Eric Fesmire  
Drew Garth  
Trent Scott

## Employee Info

Personal Info

Account Info

Delete User

Employee Name: Tyler Canup

Date of Birth: 3/28/1991

Address: 8960 Brunswick Road

Millington, TN

38053

Address

City, State

ZIP

Phone Number: (901) 829-4535

(901) 239-2654

Home

Cell

Emergency Contact: (901) 233-8435 / (901) 385-7313

David E Canup, Jr. / Father

Number (Cell/Home)

Name / Relation

Email Address: dtcanup@retrans.com

Edit

Add

Save Changes

# Elite

## Edit User Personal Info



**ReTrans***Precision Logistics*

## Department Employees

Michael Bartz  
David Blix  
Tyler Canup  
David Campisi  
Cody Fernandez  
Eric Fesmire  
Drew Garth  
Trent Scott

## Employee Info

Personal Info

Account Info

Delete User

Username:

dtcanup

Password

tigersmem1547

Elite can view password, but cannot change it

Employee Type:

Grunt+



Bank Account #:

0212456251 100003456789

Edit

Add

Save Changes

# Elite

## Edit User Account Info

*Precision Logistics*

## Department Employees

Michael Bartz  
David Blix  
Tyler Canup  
David Campisi  
Cody Fernandez  
Eric Fesmire  
Drew Garth  
Trent Scott

New User

## Employee Info

**Personal Info**

Account Info

Employee Name:

Date of Birth:



Address:

Address

City, State

ZIP

Phone Number:

Home

Cell

Emergency Contact:

Number (Cell/Home)

Name / Relation

Email Address:

Edit

Add

Save New User

# Elite

## Add User

**ReTrans***Precision Logistics*

## Department Employees

Michael Bartz  
David Blix  
Tyler Canup  
David Campisi  
Cody Fernandez  
Eric Fesmire  
Drew Garth  
Trent Scott

## Employee Info

Personal Info

Account Info

Delete User

Employee Name:

Tyler Canup

Date of Birth:

3/28/1991



Address:

8960 Brunswick Road

Millington, TN

38053

Address

City, State

ZIP

Phone Number:

(901) 829-4535

(901) 239-2654

Home

Cell

Emergency Contact:

(901) 233-8435 / (901) 385-7313

David E Canup, Jr. / Father

Number (Cell/Home)

Name / Relation

Email Address:

dtcanup@retrans.com

Edit

Add

Save Changes

# Elite Delete User

**Alert**Are you sure you want to  
delete this user?

No

Yes

*Precision Logistics*[Export](#)[Create Holiday](#)

## Department Employees

Michael Bartz  
David Blix  
Tyler Canup  
David Campisi  
Cody Fernandez  
Eric Fesmire  
Drew Garth  
Trent Scott

## Employee Info

## Holiday Hours

Dates of Holiday: From:    
To:    
Name of Holiday:

Hours	Grunt	Grunt+	Elite
Time In:	<input type="text" value="-"/>	<input type="text" value="8:00 a.m"/>	<input type="text" value="8:00 a.m"/>
Time Out:	<input type="text" value="-"/>	<input type="text" value="5:00 p.m"/>	<input type="text" value="5:00 p.m"/>

[Edit](#)[Add](#)[Save Holiday](#)

# CFO

## Global Hours

**ReTrans***Precision Logistics*

Export

Create Holiday

## Department Employees

Michael Bartz  
David Blix  
Tyler Canup  
David Campisi  
Cody Fernandez  
Eric Fesmire  
Drew Garth  
Trent Scott

## Employee Info

## Tyler Canup

Day	Time In	Time Out	Lunch In	Lunch Out
Monday	7:05 a.m	5:12 p.m	11:30 a.m	12:30 p.m
Tuesday	7:00 a.m	4:56 p.m	11:35 a.m	12:25 p.m
Wednesday	7:13 a.m		11:27 a.m	
Thursday				
Friday				

Total Hours Worked: 25

Comments: Doesn't get paid enough  
Coffee-maker is broken



Edit

Add

Manually Adjust

Approve Timesheet

Deny Timesheet

# CFO

## Approve Holiday

## Alert

Would you like to approve holiday pay for the  
following dates?

12/24/2013 - 12/25/2013

No

Yes