

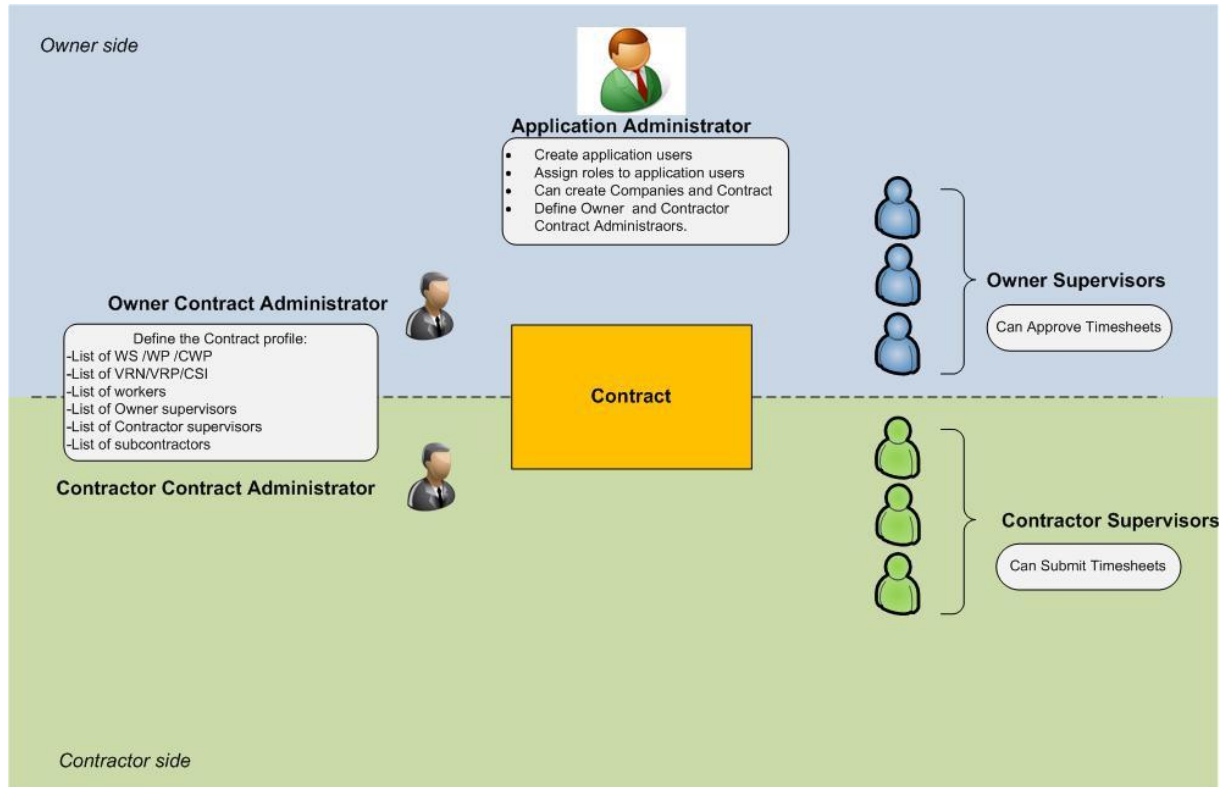
# *Alliance Timesheets*

## *Owner contract admin quick guide*

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## Users and roles

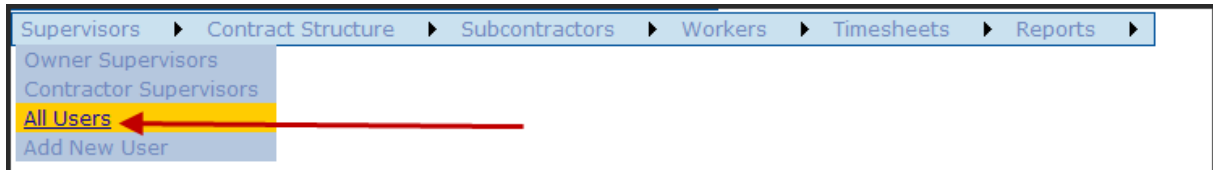


## Users & Roles

## Add a user

You want to add a user to be a “contractor supervisor” or a “owner supervisor” on your contract.

First, check if the user already exists in the system (he may already have another role on another contract): go on “all users” page and see if the user is in the list:



### Case 1: user already exists:

	userLogin	Lastname	Firstname	Email
Edit Delete View Roles	PROJETKONIAMBO\ifoulon	FOULON	Ingrid	ifoulon@projetkoniambo.com
Edit Delete View Roles	PROJETKONIAMBO\Lgiroux	GIROUX	Luc	lgiroux@projetkoniambo.com

Click on the "view roles" to see user's roles

Then select the role you want assign to the user and click on “Add association” button:

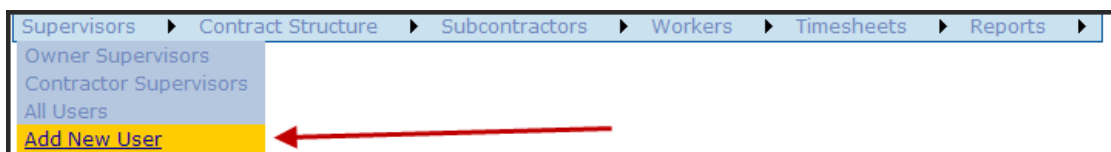
Add new Role for user **PROJETKONIAMBO\Lgiroux**

Role\* Owner supervisor (Can approve/reject timesheets)

Add Association

### Case 2: user does not exist:

Send an email to [AllianceTS-Admin@projetkoniambo.com](mailto:AllianceTS-Admin@projetkoniambo.com) to request an access to your user. You will get an answer with the userlogin and the email of the user. Once you get the answer go on the “Add new user” page:



**Add new entry to table AppUser**

userLogin	<input type="text"/>
LastName	<input type="text"/>
FirstName	<input type="text"/>
Email	<input type="text"/>
<input type="button" value="Insert"/> <input type="button" value="Cancel"/>	

Enter your values and click on "Insert"



Now the user exists in the system. Do as explained in **Case 1: user already exists** to now assign the role to the user.

## Define your contract structure in the system

2 notions must be defined: the notion of **creation of the contract's elements** and the notion of **association of base scope elements created**.

### **1-** Creation of the contract's element

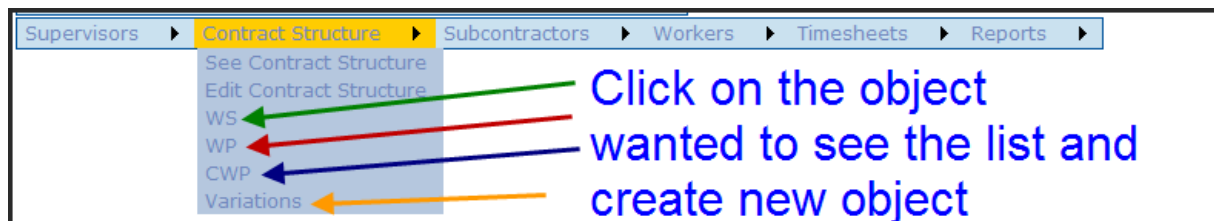
4 types of elements have been defined as part of the contract structure:

- WS
- WP
- CWP
- Variations

**WS/WP/CWP** define what is called the **base scope**.

**Variations** define what is call **variation scope** or **extra works**.

Each of these elements can be created independently.



Exemple of creation of a CWP:

Supervisors ▸ Contract Structure ▸ Subcontractors ▸ Workers ▸ Timesheets ▸ Reports ▸

See Contract Structure  
Edit Contract Structure  
WS  
WP  
**CWP**  
Variations

click

1

---

[Add a new CWP](#) ← click

	CWPNumber	Description
Edit	13-420-101	ERECT BOILER FEED WATER (BFW) PIPING CFB 1
Edit	13-420-201	ERECT BOILER FEED WATER (BFW) PIPING CFB 2
Edit	13-430-101	NON CRITICAL PIPING UNIT CFB 1
Edit	13-430-102	ERECT INTERCONNECTING PIPING STG 1 & 2

---

**Add new CWP**

CWP Number\*

Description\*

Discipline

← click

3

Exemple for a variation:

**Add new Variation**

Variation Number\*

Description\*

Variation Type\*

WS

WP

CWP

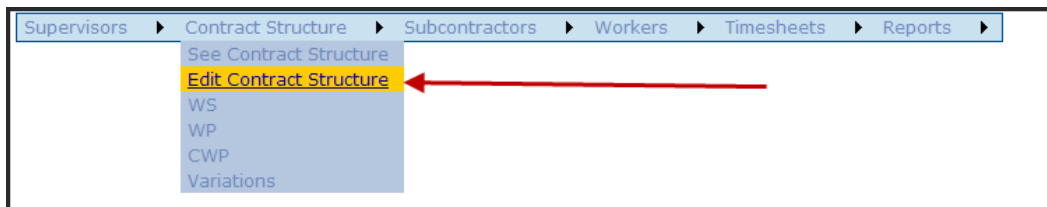
Discipline

Allocated Hours

You can if you want  
associate the variation  
to a :  
-WS  
-WS/WP  
-WS/WP/CWP  
The association is only  
for reporting purposes.

## 2- Association of WS/WP/CWP :

You have now created your WS / WP /CWP and your variations, but at this point, contractor supervisors can only submit timesheet on variations you have created, and not on the base scope. To allow them to submit timesheets on the base scope, you need to associate the WS/WP/CWP previously created:



A screenshot of the 'Edit contract structure' form. The form has the following fields and controls:

- WS\*: A dropdown menu with 'select' as the current value.
- WP\*: A dropdown menu with 'select' as the current value.
- CWP\*: A dropdown menu with 'select' as the current value.
- Allocated Hours by CWP\*: A text input field.
- A 'Submit' button.

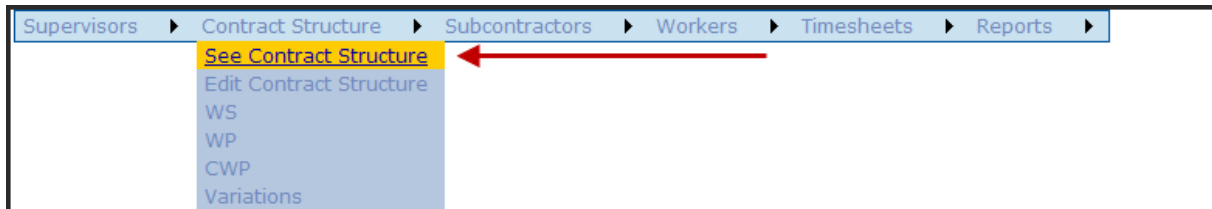
Three red arrows point from the dropdown menus to the right, and a green arrow points from the 'Submit' button to the right. To the right of the form, the following text is displayed:

Select the element to associate, put allocated hours for this association and click "submit". If you do not have allocated hours put zero.

Now contractor supervisors are able to submit TS on the WS/WP/CWP association you've created.

## See your contract structure

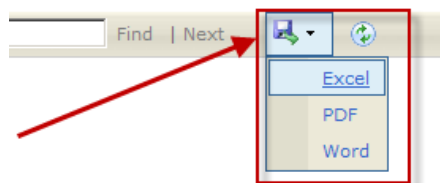
**1-** Click on “see contract structure”:



Edit Contract Structure

</

**2-** Click on the floppy icon to export your structure:





## Workers Management

We have 2 notions to distinguish. A notion of **creation** of a new worker, and a notion of **association** of an existing worker:

- creation of a new worker: When a worker is created by an Owner Contract Admin, the worker is created on the company that owns the contract on which he is created and is also associated on the contract on which he is created

Connected as PROJETKONIAMBO\LGiroux | You are currently working on contract **C004**

Create a new Worker

Last Name\*

DUPONT

First Name\*

Jean

Nationality\*

francais

Trade\*

crane operator

Position category\*

high skilled

Subcontractor\*

subcontractor 2

Arrival Date\*

11/2/2010

Induction Done\*

☐

Badge number\*

5555

VCC Number

Status\*

Expat

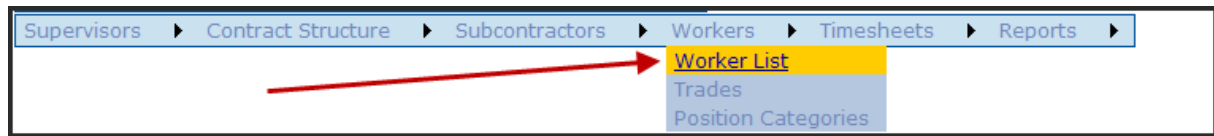
Add Worker

Worker "Jean Dupond" will be linked to the DOOSAN company (owns the C004 contract) and will be linked to the C004 contract

- Association of an existing worker: If an Owner Contract Admin of another contract on the same company also wants to add this worker, he will have to **associate** this existing worker to his contract (He will not be able to create the worker thanks to the unicity of the badge number). By making the association, the worker will then be available on for timesheet submission on the both contracts.

## Create a new worker

**1-** Click on “worker list”:



**2-** Click on “create a new worker”:

A screenshot of a table titled 'Worker List'. The table has columns: Last Name, First Name, Badge Number, VCC Number, Nationality, and Trade. There are three rows of data. A red box highlights the 'Create a new worker' link in the top left corner of the table. A red arrow points from the 'Create a new worker' link to the 'Last Name' column header.

	Last Name	First Name	Badge Number	VCC Number	Nationality	Trade
Edit	AEIMPROM	Narong	11015	40529	Thailand	CIVIL SUPERVISOR
Edit	AGNES	Frederick	10050	40476	Phillipines	RIGGER
Edit	AGUILAR	Frederico	10959	40477	Phillipines	MILLWRIGHT

**The unicity of each worker is done by is Badge Number, which is a mandatory field in the creation of the worker.**

**Add new Worker**

Last Name\*  This field is mandatory

First Name\*  This field is mandatory

Nationality\*  Fixed list of all existing countries

Trade\*  linked with the list of trade

Position category\*  linked with the list of position categories

Subcontractor\*  linked with the list of subcontractors

Arrival Date\*  This field is mandatory

Induction Done\* ☐

Badge number\*  This field is mandatory

VCC Number

Status\*  Fixed list of values for every contract

Status\*

Convention\*  Fixed list of values for every contract

**If status "Local" is selected, a convention has to be selected**

Bâtiments & Travaux Publics  
 Commerce & divers  
 Gardiennage, Sécurité  
 Hôtels, Bars et Restaurants  
 Industries  
 Mines & Carrières

Each **convention** corresponds to a maximum of overtime hours allowed per year. The amount by convention is defined as following:

Convention	Total overtime hours allowed

<i>Bâtiments &amp; Travaux Publics</i>	550
<i>Commerce &amp; divers</i>	480
<i>Gardiennage, Sécurité</i>	550
<i>Hôtels, Bars et Restaurants</i>	590
<i>Industries</i>	550
<i>Mines &amp; Carrières</i>	600

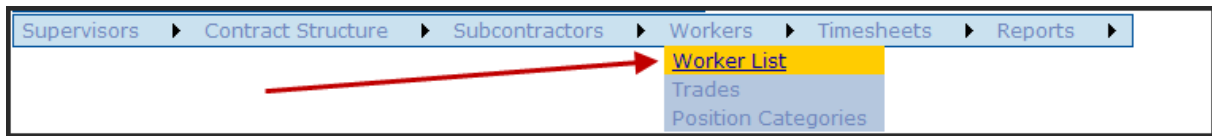
*This list of values is fixed (no values can be added/edited/deleted) and the same for every contracts.*

*The notion of **subcontractor** is defined at the worker level. That means that when we associate a worker to a subcontractor during the creation of the worker, the worker will always be associated to this subcontractor even if an owner contract admin of another contract associates this worker to his contract.*

*Once a worker is created, he can not be deleted.*

## Add an existing worker

**1-** Click on “worker list”:



**2-** Click on “Add existing worker”:

Create a new worker | **Add existing workers**

	Last Name	First Name	Badge Number	VCC Number	Nationality	Trade	Position Category	Arrival Date	Induction Done
Edit	DUPOND	Martin	1234		francais	truck driver	low skilled	19-Oct-10	<input checked="" type="checkbox"/>
Edit	FOULON	Ingrid	4578	6523	francais	truck driver	low skilled	09-Nov-10	<input checked="" type="checkbox"/>

Create a new worker | **Add existing workers**

	Last Name	First Name	Badge Number	Trade	Position Category
<input type="checkbox"/>	Martin	jack	6464	<input type="text" value="select"/>	<input type="text" value="select"/>
<input type="checkbox"/>	VINCENT	Francky	7898	<input type="text" value="select"/>	<input type="text" value="select"/>

The list of workers above contains all workers that belong to the same company than the company that owns the contract I am currently working on and who are not already on my contract.

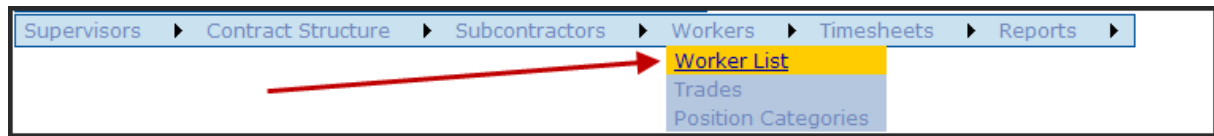
The Trade and the position category have to be defined for every selected worker because, as we saw previously in this document, the notions of trade and position category are defined at the contract level.

Tick the worker to associate with the contract and click on the “add” button.

Once a worker is added to a contract, he can not be removed.

## Edit a worker (change trade, disable the worker...)

**1-** Click on “worker list”:



**2-** Click on the “edit” link of the worker you want to edit:

	Last Name	First Name	Badge Number	VCC Number	Nationality	Trade	Position Category	Arrival Date	Induction Done
<a href="#">Edit</a>	DUPOND	Martin	1234		français	truck driver	low skilled	19-Oct-10	<input checked="" type="checkbox"/>

Edit Worker *Guillot thomas*

Trade\*

Position Category\*

Badge Number\*

Active\* ☒

Modifications already made on *Guillot thomas*

Trade	Position Category	From Date	To Date
helper	high skilled	12/17/2010 9:02:41 AM	12/17/2010 9:02:59 AM
helper	low skilled	12/15/2010 9:12:29 AM	12/17/2010 9:02:41 AM

The fields that can be edited for a worker are the following:

- Trade
- Position category
- Active
- Badge Number

The notions of **Trade**, **Position Category** and **Active** are defined at the **contract level** whereas the **Badge number** is defined at the **Workers level**. This means that:

- *Each modification made by the Owner contract admin on **Trades, Position Categories** or **Active** on their workers will not impact other contract even the workers they modified are associated with many contract.*
- *If I change badge number of “Jean DUPONT” from 5555 to 1234, Jean DUPONT will be seen as “Jean DUPONT 1234” in the worker list of every contract where he is associated.*

*Each modification made on a **Trade** of a worker or the **Position Category** of a worker for a specific contract will be recorded into an historic table (we do not track modifications made on the badge number because no impact on reporting).*

*The will allow to keep the reports consistent over the modifications made on workers.*

*If a worker is not ticked as **Active**, he will be considered as **unactive**. If a worker is **unactive**, he will not appear in the list of workers for the timesheet submission.*

Pending Approval Timesheets

Search pending approval timesheets by :

Timesheet number :

Timesheet From date :  To date :

☒ Base Scope :  OR ☒ Variation :

You can search for specific TS to approve with filters

Record(s) found : 440

	Timesheet Number	Timesheet Date	WS	WP	CWP	Variation	Discipline	Submitted By	Submitted Date	TS adjusted
<a href="#">View</a>	319000-00400-WDR-C004-1000	23-Feb-11				VP 020 - (11) - 17-412-230	CIVIL	PROJ.ETKONIAMBO\JWMoon	2/23/2011 5:38:55 PM	True
<a href="#">View</a>	319000-00400-WDR-C004-2010-13	27-Nov-10	WSN_07	WSN_07	68-480-004		MECHANICAL	PROJ.ETKONIAMBO\FCastillo	3/2/2011 3:05:32 PM	False
<a href="#">View</a>	319000-00400-WDR-C004-2010-15	30-Nov-10	WSN_07	WSN_07	68-480-004		MECHANICAL	PROJ.ETKONIAMBO\FCastillo	3/2/2011 3:40:49 PM	False
<a href="#">View</a>	319000-00400-WDR-C004-2010-19	30-Oct-10	WSN_07	WSN_07	68-480-004		MECHANICAL	PROJ.ETKONIAMBO\FCastillo	3/4/2011 10:47:22 AM	False

Click on the "view" link to see the TS details

Timesheets are sorted by Timesheet Submitted date descending (older on top of the list)

**3-** Click on "View" link to see the TS detail:

[Approve / Reject] Timesheet 319000-00400-WDR-C004-2010-19

☒ Approve ☐ Reject

1 of 1

Find | Next

KONIAMBO

Timesheet N°: 319000-00400-WDR-C004-2010-19

Timesheet Status: Pending approval

Timesheet Date: Saturday, October 30, 2010

Contract N°: C004

Contract Title: Construction of the Power Station

Working Period: Day Shift

Suspension: No

Susp. Duration:

WS N°: WSN\_07

WP N°: WSN\_07

CWP N°: 68-480-004

Var. Type:

Variation N°:

Other:

Then check the **approve** box and click on the "approve" button if you want to approve the timesheet.

If you want to **reject**, check the reject box, a field "Reject Reason" will appear. Fill this field (mandatory) and then click the "Reject" Button:

☐ Approve ☒ Reject

Reject Reason\*

That's all.



## View approved timesheets

**1-** Click on your “Approved timesheets” menu item:



**2-** Select the criterias of search you want and then click on “Find!”:

The screenshot shows the search criteria form for approved timesheets. The form includes the following fields and options:

- Search approved timesheets by :
  - Timesheet number : [text input]
  - Timesheet From date : [text input] To date : [text input]
  - Base Scope : [dropdown menu with options: All WS, ALL WP, ALL CWP]
  - Variation : [dropdown menu with options: Select Variation Type]
- Buttons: Find !, Reset Filters

**3-** Results are displayed below the search box. You can click on “view” link to see the details of the searched timesheet:

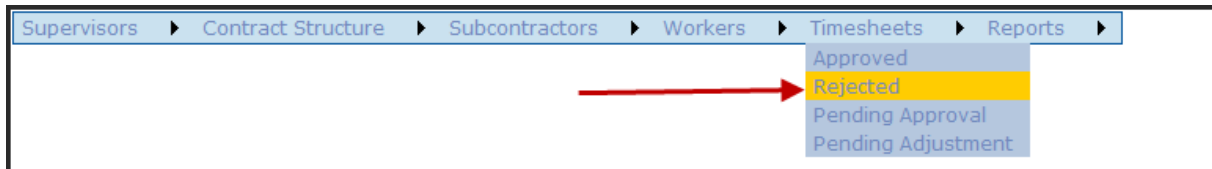
The screenshot shows the search results table. The table has the following columns: Timesheet Number, Timesheet Date, WS, WP, CWP, Variation, Discipline, ApprovedBy, and ApprovedDate. The table contains one record with the following data:

Timesheet Number	Timesheet Date	WS	WP	CWP	Variation	Discipline	ApprovedBy	ApprovedDate
319000-00400-WDR-C004-1500	07-Mar-11	WSN_03	WSN_03	18-420-104		MECHANICAL	PROJETKONIAMBO\Paule	3/15/2011 6:50:03 AM

A red arrow points from the text "Click on the 'view' link to see the TS details" to the "View" link in the first row of the table.

## View rejected timesheets

**1-** Click on your "Rejected timesheets" menu item:



**2-** You can see the list of rejected timesheet:

Rejected Timesheets										
	Timesheet Number	Timesheet Date	WS	WP	CWP	Variation	Discipline	Rejected By	Rejected Date	Rejected Reason
<a href="#">View</a>	319000-00400-WDR-C004-249	30-Jan-11				VNR 61	E&I	PROJETKONIAMBO\JWelch	2/4/2011 11:07:41 AM	Put time to generator maintenance

Click on the "view" link to see the TS details

**3-** You can see details of the timesheet:

1 of 1 Find | Next

**KONIAMBO**

**Timesheet N°:** 319000-00400-WDR-C004-249

**Timesheet Status:** Rejected

**Timesheet Date:** Sunday, January 30, 2011

**Contract N°:** C004

**Contract Title:** Construction of the Power Station

**Working Period:** Day Shift

**Suspension:** No

**Susp. Duration:**

**Main activities of the day:**

1. Infrastructure including Temporary Power  
A) Start-up/Warm-up all Generator Set at area 400 and Laydown area  
B) Assists in the Change Oil of Generator Sets  
- (2) 100KVA at STG area  
(3) 300KVA at Laydown area

**WS N°:**

**WP N°:**

**CWP N°:**

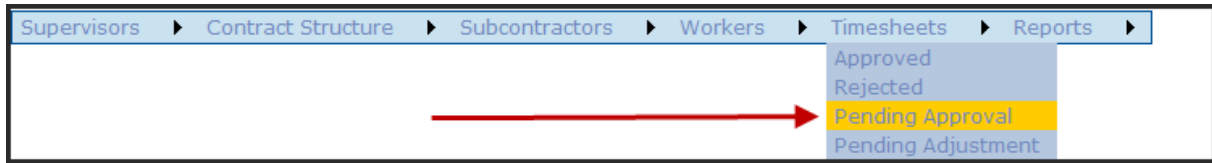
**Var. Type:** VNR

**Variation N°:** VNR 61

**Other:**

## View Pending approval timesheets

**1-** Click on your “pending approval timesheets” menu item:



**2-** You can see then the list of all the pending approval timesheets:

**Pending Approval Timesheets**

Search pending approval timesheets by :

▶ Timesheet number :  **You can search for specific TS to approve with filters**

▶ Timesheet From date :  To date :

▶ ☒ Base Scope :  **OR** ☒ Variation :

**Find !** **Reset Filters**

Record(s) found : 440

	Timesheet Number	Timesheet Date	WS	WP	CWP	Variation	Discipline	Submitted By	Submitted Date	TS adjusted
<a href="#">View</a>	319000-00400-WDR-C004-1000	23-Feb-11				VP 020 - (11) - 17-412-230	CIVIL	PROJ.ETKONIAMBO\JWMoon	2/23/2011 5:38:55 PM	True
<a href="#">View</a>	319000-00400-WDR-C004-2010-13	27-Nov-10	WSN_07	WSN_07	68-480-004		MECHANICAL	PROJ.ETKONIAMBO\FCastillo	3/2/2011 3:05:32 PM	False
<a href="#">View</a>	319000-00400-WDR-C004-2010-15	30-Nov-10	WSN_07	WSN_07	68-480-004		MECHANICAL	PROJ.ETKONIAMBO\FCastillo	3/2/2011 3:40:49 PM	False
<a href="#">View</a>	319000-00400-WDR-C004-2010-19	30-Oct-10	WSN_07	WSN_07	68-480-004		MECHANICAL	PROJ.ETKONIAMBO\FCastillo	3/4/2011 10:47:22 AM	False

**Click on the "view" link to see the TS details**

*Timesheets are sorted by Timesheet Submitted date descending (older on top of the list)*

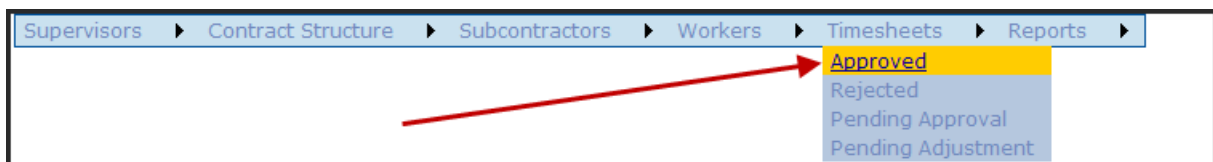
## Cancel an approved timesheet

Explanations on this feature: Despite there is a workflow of submission/approbation/rejection, sometimes it happens that some TS have been approved at one time but then we finally discover that the scope is not the good one, ore some hours are not valid. For this reason, Owner CA (and only him) needs to be able to cancel TS.

We can distinguish 2 different types of cancellation:

- **Basic cancellation:** the TS is cancelled, that means that we create in the system an additionnal TS with negative total hours of the cancelled TS
- **Cancellation with adjustment:** the TS has to be cancelled and replaced by one ore more new TS.

**1-** Click on your “Approved timesheets” menu item:



**2-** Select the criterias of search you want and then click on “Find!”:

Search approved timesheets by :

▶ Timesheet number :

▶ Timesheet From date :  To date :

▶ ☒ Base Scope :    OR ☒ Variation :

**3-** Click the type of cancellation you want to do:

Search approved timesheets by :

▶ Timesheet number :

▶ Timesheet From date :  To date :

▶ ☒ Base Scope :    OR ☒ Variation :

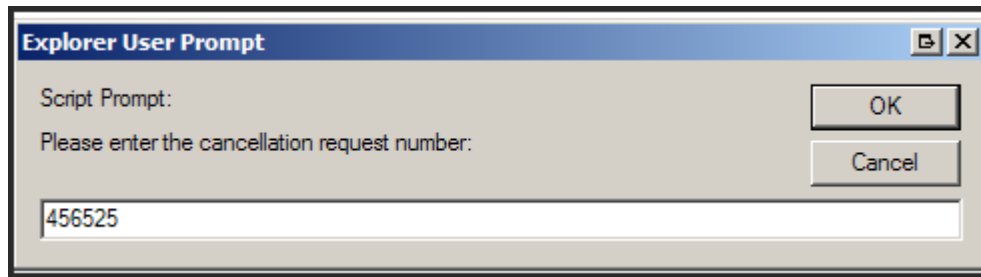
Record(s) found : 1

	Timesheet Number	Timesheet Date	WS	WP	CWP	Variation	Discipline	ApprovedBy	ApprovedDate
<input type="button" value="- View"/> <input type="button" value="Cancel this TS"/> <input type="button" value="Cancel and adjust this TS"/>	319000-00400-WDR-C004-1500	07-Mar-11	WSN_03	WSN_03	18-420-104		MECHANICAL	PROJETKONIAMBO\LPauze	3/15/2011 6:50:03 AM

Click on "cancel this TS" to do a basic cancellation

Click on "cancel and adjust this TS" to do a cancellation with adjustment

**4**—Enter the cancellation request number :



The image shows a standard Windows-style dialog box titled "Explorer User Prompt". It has a blue header bar with the title and standard window control buttons (minimize, maximize, close). The main area is light gray and contains the text "Script Prompt:" followed by "Please enter the cancellation request number:". Below this text is a white text input field containing the number "456525". To the right of the input field are two buttons: "OK" and "Cancel".

Explorer User Prompt

Script Prompt:

Please enter the cancellation request number:

456525

OK

Cancel

*That's all.*

## View Pending adjustment timesheets

**1** - Click on your "pending adjustment timesheets" menu item:



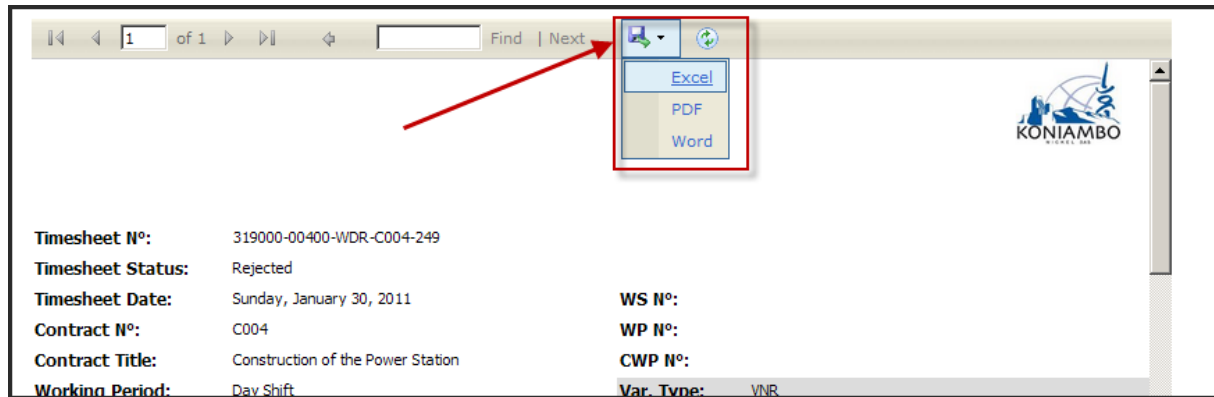
Timesheets To Adjust (1) :

	Timesheet Number	Timesheet Date	WS	WP	CWP	Variation	Discipline	Cancelled By	Cancelled Date	Cancellation Request No
<a href="#">View</a>	319000-00400-WDR-C004-1500	07-Mar-11	WSN_03	WSN_03	18-420-104		MECHANICAL	PROJETKONTIAMBO\J.Giroux	4/5/2011 11:05:50 AM	123456

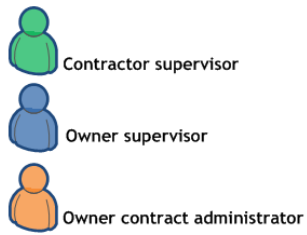
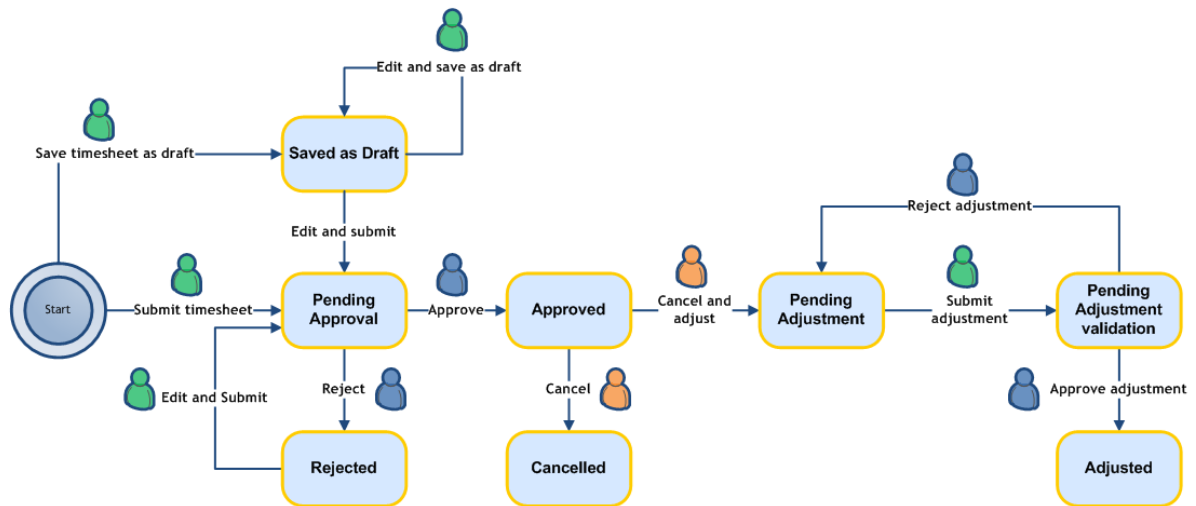
Click on the "view" link to see the TS details

## Export a timesheet into Excel/PDF/Word

**1-** When you are viewing the details of a TS, you can export the TS in Excel/Word/PDF simply by clicking on the floppy icon:



## Timesheets status workflow



## Timesheet Status Workflow