



## Online Crew Timecard (Grid View) Time Entry Help

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Time must be submitted and approved by Noon on Monday's

- All Time entered is a 'live' batch and can be seen by Payroll
- Only current time for the PR End Date can be entered into Keystyle

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### Keystyle – Time Due

All time entered in Keystyle is in a 'Live' batch and can be seen by payroll

- Time must be **approved by Noon** on Mondays
- Payroll will process and cut checks for approved transactions only

### Logging into Keystyle

- 1) Request credentials from [keystyle.crmeyer.com](http://keystyle.crmeyer.com)
- 2) Using Chrome – Chrome is the recommended browser
  - a) Go to [keystyle.crmeyer.com](http://keystyle.crmeyer.com)
    - i) Enter your Employee Number and password
      - (1) Click Sign In

### Timecard Keyboard Short Cuts for Timecard Entry

- To assist with timecard entry through the portal, you can use keyboard shortcuts.
- Press and hold Control (CTRL) and Tilda (~) keys to create a new line.
- To navigate through fields, press the Tab key.
- To navigate backwards to a previous field, press and hold Shift and Tab keys.
- When in the hour's field, use the up and down arrows to increment/decrease the hours by 1, respectively.

### Creating a Shortcut on your desktop/laptop for Keystyle

- 1) Right Mouse on your Desktop
- 2) Select New/Shortcut
  - a) In the Type the Location of the Item field enter:
    - i) <https://keystyle.crmeyer.com/Account/Login?ReturnUrl=%2f>
    - ii) <https://keystyle.crmeyer.com/Account/>
      - (1) Select Next
  - b) In the Type a Name for this Shortcut enter:
    - i) Keystyle
      - (1) Press Finish
  - c) The Shortcut will be on your desktop
  - d) Clicking on the shortcut will take you directly to [crmeyer.keystyle.com](http://crmeyer.keystyle.com)

### Making Chrome the Default Browser

- 1) Open Chrome
- 2) On the top right corner, click on the customize drop down and select settings
- 3) Scroll down to the Default Browser section
  - a) Click Make Google Chrome your default

### How to Enter Crew Time in Grid View

- 1) Verify the correct Pay Period Ending date is selected
- 2) Select the Template you want to use:
  - a) 00 Crew Weekly Timesheet Template.
  - b) Daily Template (00 Mon through 07 Sunday)
- 3) Click the +Row button to add records.
  - a) Clicking the +Row button multiple times will add additional blank records.



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- 4) Enter information in each field by typing the information or scrolling through the dropdown box.
  - a) Keystyle will find matching records after 3 characters are entered for all drop down fields.

### How to Enter Specific Types of Transactions by Earn Code

- 1) Verify the correct Pay Period Ending date is selected
- 2) Select the Template you want to use:
  - a) 00 Crew Weekly Timesheet Template.
  - b) Daily Template (00 Mon through 07 Sunday)
- 3) Click the +Row button to add records.
  - a) *Entering Regular Time*
    - i) Employee: Select your employee
    - ii) Trade: Will auto fill in
    - iii) Date: Select the Date
    - iv) Job: Select your Job
    - v) Phase: Select your Phase
    - vi) Memo: Enter a memo if needed
    - vii) Silica: Check yes if a respirator was worn
    - viii) PR Dept: This field will default to 0000 Field Employee
    - ix) Do NOT change this field
    - x) Earn Code: Enter Hours worked using Earn Code 1 – Regular Hours
  - b) *Entering Overtime*
    - i) Employee: Select your employee
    - ii) Trade: Will auto fill in
    - iii) Date: Select the Date
    - iv) Job: Select your Job
    - v) Phase: Select your Phase
    - vi) Memo: Enter a memo if needed
    - vii) Silica: Check yes if a respirator was worn
    - viii) PR Dept: This field will default to 0000 Field Employee
    - (1) Do NOT change this field
    - ix) Earn Code: Enter Hours worked using Earn Code 2 - Overtime
  - c) *Entering Double Time Hours*
    - i) Employee: Select your employee
    - ii) Trade: Will auto fill in
    - iii) Date: Select the Date
    - iv) Job: Select your Job
    - v) Phase: Select your Phase
    - vi) Memo: Enter a memo if needed
    - vii) Silica: Check yes if a respirator was worn
    - viii) PR Dept: This field will default to 0000 Field Employee
    - (1) Do NOT Change this field
    - ix) Earn Code: Enter Hours worked using Earn Code 3 – Double Time
  - d) *Entering Vacation Pay*
    - i) Employee: Select your employee
    - ii) Trade: Will auto fill in
    - iii) Date: Select the Date
    - iv) Job: Leave Blank
    - v) Phase: Leave Blank
    - vi) Memo: Enter a memo if needed
    - vii) Silica: Check yes if a respirator was worn
    - viii) PR Dept: This field will default to 0000 Field Employee



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- (1) Do NOT Change this field
- ix) Earn Code: Enter Vacation Hours using Earn Code 5 – Vacation
- e) *Entering Non-Productive Pay*
  - i) Employee: Select your employee
  - ii) Trade: Will auto fill in
  - iii) Date: Select the Date
  - iv) Job: Leave Blank
  - v) Phase: Leave Blank
  - vi) Memo: Enter a memo if needed
  - vii) Silica: Check yes if a respirator was worn
  - viii) PR Dept: This field will default to 0000 Field Employee
    - (1) Do NOT Change this field
  - ix) Earn Code: Enter Non-Productive Hours using Earn Code 7 – Non-Productive
- f) *Entering Light Duty Pay*
  - i) Employee: Select your employee
  - ii) Trade: Will auto fill in
  - iii) Date: Select the Date
  - iv) Job: Select your Job
  - v) Phase: Select your Phase
  - vi) Memo: Enter a memo if needed
  - vii) Silica: Check yes if a respirator was worn
  - viii) PR Dept: This field will default to 0000 Field Employee
    - (1) Do NOT Change this field
  - ix) Earn Code: Enter Light Duty Hours using Earn Code 8 – Light Duty
- g) *Entering to a GL Number*
  - \*\* Do not apply hours to the PR Dept if you have not done so before, call Payroll first*
  - x) Employee: Select your employee
  - xi) Trade: Will auto fill in
  - xii) Date: Select the Date
  - xiii) Job: Leave Blank
  - xiv) Phase: Leave Blank
  - xv) Memo: Enter a memo if needed
  - xvi) Silica: Check yes if a respirator was worn
  - xvii) PR Dept: This field will default to 0000 Field Employee
    - (1) Choose the PR Department you want to charge your time too
      - (a) Only use the PR Department with Payroll's approval
  - xviii) Earn Code: Chose the Earn Code where your house should go

### How to enter Safety or Drug Testing Transactions (Non-Billable) Safety Training (Non-Billable)

- 1) For **Non-Billable** Safety Training use the correct Job #, Phase Code and Earn Code 9:
- 2) All Safety Training Hours are paid as regular time.
  - a) Exception to Regular time:
    - i) If Safety Hours needs to be paid as overtime, you MUST enter **Pay O.T.** in memo field
  - b) Field by Field Example on entering Safety Non-Billable Training below:
    - i) Employee #: Enter Employee
    - ii) Trade: Will auto populate
    - iii) Date: Enter Date
    - iv) Job # by Office:
      - (1) Each Office has a Job Number Assigned: (Remember each Year the Job # will change)



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- (a) 200001- Oshkosh
  - (b) 200002- Rhinelander
  - (c) 200003- Escanaba
  - (d) 200004- Coleraine
  - (e) 200005- Tulsa
  - (f) 200006- Byron
  - (g) 200007- Muskego
  - (h) 200008- Green Bay
  - (i) 200009- Chester
- v) Phase Code:  
(1) All offices need to use Phase Code 1499.947000.
- vi) Earn Code  
(1) Hours need to be applied to Earn Code 9 - Safety Training  
(a) Enter hours under Earn Code 9
- vii) PR Dept  
(1) Leave as is
- viii) Memo Field  
(1) Safety Training  
(a) Can be left blank  
(i) If you have info for payroll add to the Memo
- c) Save timecard or Enter a new line

### Drug Testing (Non-Billable)

- 1) For **Non-Billable** Drug testing use the correct Job #, Phase Code and Earn Code 1:
- 2) All Drug Testing Hours are paid as regular time.
  - a) Exception to being paid as Regular Hours:
    - i) If Drug Testing Hours need to be paid as overtime, you **MUST** enter time to Earn Code 2 – Overtime and enter **Pay O.T.** in memo field
  - b) Field by Field Example on entering Drug Testing Non-Billable below:
    - i) Employee #: Enter Employee
    - ii) Trade: Will auto populate
    - iii) Date: Enter Date
    - i) Job # by Office: (Remember each Year the Job # will change)
      - (1) Each Office has a Job Number Assigned:
        - (a) 190001- Oshkosh
        - (b) 190002- Rhinelander
        - (c) 190003- Escanaba
        - (d) 190004- Coleraine
        - (e) 190005- Tulsa
        - (f) 190006- Byron
        - (g) 190007- Muskego
        - (h) 190008- Green Bay
        - (i) 190009- Chester
  - iv) Phase Code:
    - (1) All offices need to use Phase Code 1497.947000



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- v) Earn Code
  - (1) Hours need to be applied to Earn Code 1 - Regular Hours
    - (a) Enter hours under Earn Code 1
    - (b) Exception: If hours need to be paid as Overtime enter in Earn Code 2 – Overtime.
- vi) PR Dept
  - (1) Leave as is
- vii) Memo Field
  - (1) Enter Drug Testing in Memo Field
    - (i) If you have more info for payroll add to the Memo
- c) Save timecard or Enter a new line

### How to enter Safety or Drug Testing Transactions (Billable)

#### Safety Training (Billable)

- 1) For **Billable** Safety Training use the correct Job #, Phase Code and Earn Code 9:
- 2) All Safety Training Hours are paid as regular time.
  - a) Exception to Regular Hours:
    - i) If Safety Hours needs to be paid as overtime, you **MUST** enter **Pay O.T.** in memo field
  - b) Field by Field Example on entering Safety Billable Training below:
    - i) Enter Employee
    - ii) Trade: Default will auto populate
    - iii) Date: Choose Date
    - iv) Job: Enter Job # that will be billed
    - v) Phase: Enter Phase Code
    - vi) Memo Field
      - (1) Additional information for payroll can be added to the Memo field
        - (a) Example: If time is paid as Overtime you will need to add Pay O.T. to Memo
    - vii) Silica: Check yes if a respirator was worn
    - viii) PR Dept: This field will default to 0000 Field Employee
      - (1) Do NOT Change this field Earn Code
    - ix) Earn Code: Use Earn Code 9
      - (a) Enter hours under Earn Code 9
- 3) Save timecard or Enter a new line

#### Drug Testing (Billable)

- 1) For **Billable** Drug Testing use the correct Job #, Phase Code and Earn Code 1:
- 2) All Drug Testing Hours are paid as regular time.
  - a) Exception to Regular Hours:
    - i) If Drug Testing Hours needs to be paid as overtime, you **MUST** enter **Pay O.T.** in memo field
  - b) Field by Field Example on entering Drug Testing Billable Hours below:
    - i) Enter Employee
    - ii) Trade: Default will auto populate
    - iii) Date: Choose Date
    - iv) Job: Enter Job # that will be billed
    - v) Phase: Enter Phase Code
    - vi) Memo Field
      - (a) Enter **Drug Testing**



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- (2) Additional information for payroll can be added to the Memo field
    - (a) Example: If time is paid as Overtime you will need to add Pay O.T. to Memo
  - vii) Silica: Check yes if a respirator was worn
  - viii) PR Dept: This field will default to 0000 Field Employee
    - (1) Do NOT Change this field Earn Code
  - ix) Earn Code: Use Earn Code 1
    - (a) Enter hours under Earn Code 1
    - (b) If Time is Overtime enter hours under Earn Code 2 – Overtime
      - (i) Reminder to add Pay O.T. to Memo Field
- 3) Save timecard or Enter a new line

### How to enter Non-Billable, Night Shift, Holiday Pay, Etc. Transactions

- 1) For the following transactions enter like you did previously on the Excel Template:
  - a) For Non-Billable Transactions
    - i) Enter your Employee, Date, Job/Phase and then in the Memo type NB.
      - (1) Do not change PR Dept
  - b) For Rate Changes
    - i) Enter the Dollar or Trade in the Memo Field. Example, if Millwright is to be paid as a foreman, enter MWF in the Memo Field for ALL lines for employee.
  - c) For Nights
    - i) Enter Nights in the Memo field
  - d) Payroll will enter Holiday hours for field employees if applicable for those who are entered through Grid View.
    - i) Do NOT enter Holiday Hours for Employees

### How to use the Copy Button

The Copy Button, located on the right side of each transaction will allow you to copy a transaction and apply the information to other employees. Once a transaction has been entered the copy feature can be used to copy all information for that transaction to other employees. Using the Copy button:

- 1) If the same information entered: Date, Job, Phase, Memo, Silica, PR Dept and Hours will be applied to other employees the copy button can then be used. Enter a transaction for an employee.
  - a) Click on the Copy Button
  - b) Click on the Copy to Employee(s) drop down box.
    - i) The drop down will allow you to search for employees and 'check their name'
      - (1) Use your mouse and click on the Employees needed.
        - (a) A check will appear to the right of their name.
      - (2) Continue checking each employee you want to copy information too.
        - (a) Once finished, click on the Add Lines.
          - (i) The copy feature will then add a transaction with the copied data to all employees checked.
  - c) You can continue to enter more records if needed.

### What Template do I Use

- 1) There are multiple templates in the Template drop down field.
  - a) It is a user preference on if they want to enter time into the Weekly Template or into each Individual Daily Templates.
  - b) Each Template must be submitted separately at the end of the week.
    - i) 00 Crew Weekly Timesheet Template





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- 1) This template will allow you to enter time for each day and employee.
  - a) On big jobs this template can get large and can be cumbersome to sort and verify all time has been entered.
  - ii) 01 Monday – 07 Sunday Template
    - 1) These individual daily templates will allow you to enter time by day for each employee.
    - 2) Each daily template must be submitted individually at the end of the week

### Time Outside of Current PR End Date

- 1) Time missed from previous weeks cannot be submitted via Keystyle. Missed hours for previous weeks should be entered on the Field Time Sheet Supplemental Payroll – 2018.xls and sent to Payroll, the link to the spreadsheet is:
  - a) <X:\Internal\Time & Expense Sheets\2018\Field\Field Time Sheet Supplemental Payroll - 2018.xltx>

### Saving Your Crew Time (Grid Timecard)

- 1) Save Timecard entries by clicking the Blue Save button.
  - a) If you do not save your time before you leave the information will be lost.
  - b) If a message asking if you want to Leave pops up, this means you did NOT save your information.
    - i) If you leave, you will lose all entries not saved.
    - ii) If you cancel you can then click on the Save button.

### Deleting a Record

- 1) Find the record you want to delete and select the Red **Delete** button at the Right of the row.
  - a) If your display is not showing the entire Grid View, you may have to scroll to the far right to see the Red Delete,
  - b) If time has been entered in a Template and you decide you do not want to submit because the time was invalid, you ended up using a different template, etc. you will need to delete all entries you no longer want submitted to payroll by using the Red Delete button on the far right of each record.
    - i) All time entered is viewable by Payroll and is Live.

### Silica Tracking

- 1) If your employee used a respirator and you need to track their usage for Osha, you can check the Silica Checkbox:
  - a) You will not have to continue to send in the Silica spreadsheet if you are tracking via Keystyle.

### Submitting Time

- 1) Time must be Submitted and Approved by Monday's @ Noon.
- 2) Each Template with time entered needs to be individually submitted, using the Action/Submit

### Submitting All Employees in your Crew Card

- 1) Select the **Actions** button and click **Submit All**
  - a) Once time is submitted you will not be able to enter additional time for that pay period, employee and template
  - b) Each Template will need to be submitted

### Submitting One Employee in your Crew Card



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- 1) From the Employee Drop down in the filter area, select the Employee you want to view.
  - a) Select the **Actions** button and click **Submit**
    - i) Since you are only viewing One Employees time, this will only submit that people's time.
  - b) Once time is submitted you will not be able to enter additional time for this Employee/Template/Pay Period combination.
  - c) Once time is submitted you will see All Employees who are still waiting for submission.
  - d) Make sure you enter the correct date in the Daily Templates. If you enter an incorrect date you will receive a duplicate error when trying to reuse the date in the correct template.
- 2) Each Template with time entered needs to be individually submitted

### Cloning your Crew Card

- 1) Select the Actions button and click Clone
  - a) Memo's will copy over when using the clone feature
- 2) Cloning Options:
  - a) Entire Timecard
    - i) Allows you to clone from a previous week's entries.
  - b) Specific Day
    - i) Allows you to clone a day
  - c) Employee
    - i) Allows you to select which employees you want to add to your timecard
- 3) Currently we are not able to Clone time unless it is in a previous Payroll Week.

### New Employees

- 1) New Employee paperwork needs to be turned in as soon as possible
- 2) Once information is entered into Viewpoint it will take approx. 15 min before you can see the new employees in Keystyle.
- 3) If you are not seeing the new employees:
  - a) Reopen your browser and log into Keystyle
  - b) Log out of Keystyle and close your browser
  - c) Verify you are using Chrome as your browser
  - d) If you are still not able to see the new employees call or email:
    - i) Angela Mullins, 920.267.4882 or [amullins@crmeyer.com](mailto:amullins@crmeyer.com)

### Rejected Transactions

- 1) Once time has been submitted to the Project Manager they may need you to make a change or delete a transaction. If this happens they will reject either a transaction or the entire template.
- 2) If your time submitted is rejected, you will receive an email stating the reason for the rejected time:
- 3) READ the email to find the reason as to why the time has been rejected.
- 4) When a PM Rejects the time, they must type an explanation of why it is rejected.
- 5) The reason for rejection will only show in the email
  - a) Log into your Grid View
  - b) Verify the correct pay period is selected
  - c) Verify the correct template is selected
  - d) Make the changes the PM requested by updating the information or deleting the requested information.
  - e) Once you finish making the changes the PM requested Go to Actions/Submit
  - f) Submit the Time again.
- 6) The PM will receive the Time again and will be able to reject or approve.



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### Entering Layoff Payoff

- 1) This template can be used to submit employees if a layoff payoff check needs to be cut outside of regular pay dates.
  - a) Reminder: Enter Layoff Payoff in the Memo field for all records
- 2) If you are laying off an employee and need the check cut immediately you will need to enter and submit the time immediately:
  - a) If you enter time daily using the daily templates, you will need to go to each template:
    - i) Select the Employee's Name from the Employee Drop Down:
    - ii) Update the Memo field with Layoff Payoff
    - iii) Submit the time by going to Actions/Submit
    - iv) Do this for all employees who will be needing a LOPO check.
      - (1) Open the current day's template and enter their time and follow steps 1-3.
  - b) If you enter time on the Weekly Template:
    - i) Select the Employee's Name from the Employee Drop Down:
    - ii) Update their hours for the week
    - iii) Update the Memo field with Layoff Payoff
    - iv) Submit the time by going to Actions/Submit
      - (1) Do this for all employees who will be needing a LOPO check.
  - c) Email your PM letting them know they will need to approve the time right away.
    - i) Once the PM approves the time they will need to contact Payroll so the checks can be processed and cut.

### Entering Travel Bonus

- 1) This template is used to submit the request for a travel bonus by Employee
- 2) The Hours field is actually the Amount field
- 3) Fill out the following fields:
  - a) Employee
  - b) Date
  - c) Job
  - d) Phase
  - e) Memo – Must enter the **TO and FROM** city/state, example Oshkosh WI TO Beech Island NC
  - f) Hours (\$ Amount) -
- 4) Once all are entered you can go to Actions/Submit
- 5) Once Approved Payroll will issue the Travel Bonus.
- 6) Checks are issued on normal pay days.

### Keystyle Reports

#### Accessing Reports

- 1) To Access Reports, click on the Report Icon
  - a) See the Hotlist section on how to add Reports
- 2) Click on Reports
  - 1) You will see all reports you have security to in the Report Library

#### Running Reports

- 1) To run a report
  - a) Click on the Name of the report
  - b) Select your parameters



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- c) Parameters are located above the report title
  - i) Click the View Report
    - (1) located on the far right to refresh the report.

### Description of Reports

#### ***Batch by Crew Template***

- 1) Report will compile all information from all templates the user entered into the Crew Timecard Templates and Group by Employees, Template, Job, Phase or Date.
- 2) Will only pull information from current pay period being entered.
  - a) Once Payroll processes time you will not be able to view time on report.
- 3) Report is for current payroll time being entered only.
  - a) Will not pull history



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### Changing Password

- 1) Your password can be changed at any time:
  - a) Password must be at 8 characters long and must contain at least 3 of the following:
    - i) Lowercase
    - ii) Uppercase
    - iii) Number
    - iv) Special Character
  - b) To Change password, click on your name in the header
  - c) Click on Change Password
    - i) Enter current password
    - ii) Enter New Password
    - iii) Confirm New Password
    - iv) Press Submit
  - d) If your password has been updated a message will show on the screen.
- 2) This password does not affect any other program, it is strictly for Keystyle.