



Online Standard Timecard Time Entry Help

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
- 2) Using Chrome – Chrome is the recommended browser
 - a) Go to 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

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 Time in the Standard Timecard

- 1) Click on the Timecard icon under My Hotlist
- 2) Select the correct Pay Period Ending
- 3) Click the Add Timecard Line button to add records.
- 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.



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How to Enter Specific Types of Transactions by Earn Code

a) Entering Regular Time Worked in the Field

- i) Date: Select the Date
- ii) Job: Select your Job
- iii) Phase: Select your Phase
- iv) Earn Code: Choose Earn Code 1 Regular Hours
- v) Enter the # of hours worked
- vi) Silica: Check yes if a respirator was worn
- vii) Memo: Enter a memo if needed
- viii) PR Dept.
 - (1) Leave as is

b) Entering Overtime Hours Worked in the Field

- i) Date: Select the Date
- ii) Job: Select your Job
- iii) Phase: Select your Phase
- iv) Earn Code: Choose Earn Code 2 Overtime Hours
- v) Enter the # of hours worked
- vi) Silica: Check yes if a respirator was worn
- vii) Memo: Enter a memo if needed
- viii) PR Dept.
 - (1) Leave as is

c) Entering Overtime Hours Worked in the Field

- i) Date: Select the Date
- ii) Job: Select your Job
- iii) Phase: Select your Phase
- iv) Earn Code: Choose Earn Code 3 Double Time Hours
- v) Enter the # of hours worked
- vi) Silica: Check yes if a respirator was worn
- vii) Memo: Enter a memo if needed
- viii) PR Dept.
 - (1) Leave as is

d) Entering Vacation Hours

- i) Date: Select the Date
- ii) Job: Select your Job
- iii) Phase: Select your Phase
- iv) Earn Code: Choose Earn Code 5 Vacation Hours
- v) Enter the # of Vacation hours
- vi) Silica: Check yes if a respirator was worn
- vii) Memo: Enter a memo if needed
- viii) PR Dept.
 - (1) Leave as is

e) Entering Holiday Pay

- i) Date: Select the Date
- ii) Job: Select your Job
- iii) Phase: Select your Phase
- iv) Earn Code: Choose Earn Code 6 Holiday Hours
- v) Enter the # of hours worked
- vi) Silica: Check yes if a respirator was worn
- vii) Memo: Enter a memo if needed
- viii) PR Dept.



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- (1) Leave as is
- f) *Entering Non-Productive Pay*
 - i) Date: Select the Date
 - ii) Job: Select your Job
 - iii) Phase: Select your Phase
 - iv) Earn Code: Choose Earn Code 7 Non-Productive Hours
 - v) Enter the # of hours worked
 - vi) Silica: Check yes if a respirator was worn
 - vii) Memo: Enter a memo if needed
 - viii) PR Dept.
 - (1) Leave as is
- f) *Entering Light Duty Pay*
 - i) Date: Select the Date
 - ii) Job: Select your Job
 - iii) Phase: Select your Phase
 - iv) Earn Code: Choose Earn Code 8 Light Duty Hours
 - v) Enter the # of hours worked
 - vi) Silica: Check yes if a respirator was worn
 - vii) Memo: Enter a memo if needed
 - viii) PR Dept.
 - (1) Leave as is
- g) *Entering Safety Training - Billable*
 - i) Date: Select the Date
 - ii) Job: Select your Job
 - iii) Phase: Select your Phase
 - iv) Earn Code: Choose Earn Code 9 Safety Training
 - v) Enter the # of hours
 - vi) Silica: Check yes if a respirator was worn
 - vii) Memo: Enter a memo if needed
 - viii) PR Dept.
 - (1) Leave as is
- h) *Entering Safety Training – Non-Billable*
 - i) See Section How to Enter Safety or Drug Testing Non-Billable
- i) *Entering Education Pay*
 - i) Date: Select the Date
 - ii) Job: Select your Job
 - iii) Phase: Select your Phase
 - iv) Earn Code: Choose Earn Code 11 Education Hours
 - v) Enter the # of hours worked
 - vi) Silica: Check yes if a respirator was worn
 - vii) Memo: Enter a memo if needed
 - viii) PR Dept.
 - (1) Leave as is
- j) *Entering Drug Testing Pay - Billable*
 - i) Date: Select the Date
 - ii) Job: Select your Job
 - iii) Phase: Select your Phase
 - iv) Earn Code: Choose Earn Code 12 Drug Testing Hours
 - v) Enter the # of hours worked
 - vi) Silica: Check yes if a respirator was worn
 - vii) Memo: Enter a memo if needed



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- viii) PR Dept.
 - (1) Leave as is
- k) *Entering Drug Testing Pay – Non-Billable*
 - i) See Section How to Enter Safety or Drug Testing Non-Billable
- l) *Entering Regular Hours Non-Billable Pay*
 - i) Date: Select the Date
 - ii) Job: Select your Job
 - iii) Phase: Select your Phase
 - iv) Earn Code: Choose Earn Code 21 Regular NB Hours
 - v) Enter the # of hours worked
 - vi) Silica: Check yes if a respirator was worn
 - vii) Memo: Enter a memo if needed
 - viii) PR Dept.
 - (1) Leave as is
- m) *Entering Overtime NB Pay*
 - i) Date: Select the Date
 - ii) Job: Select your Job
 - iii) Phase: Select your Phase
 - iv) Earn Code: Choose Earn Code 22 Overtime NB Hours
 - v) Enter the # of hours worked
 - vi) Silica: Check yes if a respirator was worn
 - vii) Memo: Enter a memo if needed
 - viii) PR Dept.
 - (1) Leave as is
- n) *Entering Double Time NB Pay*
 - i) Date: Select the Date
 - ii) Job: Select your Job
 - iii) Phase: Select your Phase
 - iv) Earn Code: Choose Earn Code 23 Double Time NB Hours
 - v) Enter the # of hours worked
 - vi) Silica: Check yes if a respirator was worn
 - vii) Memo: Enter a memo if needed
 - viii) PR Dept.
 - (1) Leave as is
- o) *Entering Regular Hours Professional Pay*
 - i) Date: Select the Date
 - ii) Job: Select your Job
 - iii) Phase: Select your Phase
 - iv) Earn Code: Choose Earn Code 24 Regular Professional Hours
 - v) Enter the # of hours worked
 - vi) Silica: Check yes if a respirator was worn
 - vii) Memo: Enter a memo if needed
 - viii) PR Dept.
 - (1) Leave as is
- p) *Entering Overtime Professional Pay*
 - i) Date: Select the Date
 - ii) Job: Select your Job
 - iii) Phase: Select your Phase
 - iv) Earn Code: Choose Earn Code 25 Overtime Professional Hours
 - v) Enter the # of hours worked
 - vi) Silica: Check yes if a respirator was worn



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vii) Memo: Enter a memo if needed

viii) PR Dept.

(1) Leave as is

q) *Entering Double Time Professional Pay*

i) Date: Select the Date

ii) Job: Select your Job

iii) Phase: Select your Phase

iv) Earn Code: Choose Earn Code 26 Double Time Professional Hours

v) Enter the # of hours worked

vi) Silica: Check yes if a respirator was worn

vii) Memo: Enter a memo if needed

viii) PR Dept.

(1) Leave as is

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

Safety Training – Non-Billable

1) For Non-Billable Safety Training or Drug testing 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) Job # by Office:

i) Each Office has a Job Number Assigned:

(1) 180001- Oshkosh

(2) 180002- Rhinelander

(3) 180003- Escanaba

(4) 180004- Coleraine

(5) 180005- Tulsa

(6) 180006- Byron

(7) 180007- Muskego

(8) 180008- Green Bay

(9) 180009- Chester

c) Phase Code:

i) All offices need to use Phase Code 1499.947000

d) Earn Code

i) Enter hours under Earn Code 9-Safety Training

e) Hours – Enter the # of Hours

f) Silica – Check Yes if respirator was worn

g) Memo Field

i) Leave Blank unless you have information for payroll.

ii) Example: If Safety Hours are to be paid overtime, enter **Pay O.T.** in memo field

3) 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 Training Hours are paid as regular time.

a) Exception to Regular time:

i) If Drug Testing needs to be paid as overtime, you MUST enter **Pay O.T.** in memo field and enter hours using Earn Code 2 - Overtime



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- b) Job # by Office:
 - i) Each Office has a Job Number Assigned:
 - (1) 200001- Oshkosh
 - (2) 200002- Rhineland
 - (3) 200003- Escanaba
 - (4) 200004- Coleraine
 - (5) 200005- Tulsa
 - (6) 200006- Byron
 - (7) 200007- Muskego
 - (8) 200008- Green Bay
 - (9) 200009- Chester
 - c) Phase Code:
 - i) All offices need to use Phase Code 1497.947000
 - d) Earn Code
 - i) Enter hours under Earn Code 1-Regular Hours
 - e) Hours – Enter the # of Hours
 - f) Silica – Check Yes if respirator was worn
 - g) Memo Field
 - i) Leave Blank unless you have information for payroll.
 - ii) Example: If Safety Hours are to be paid overtime, enter **Pay O.T.** in memo field and put use Earn Code 2 - Overtime
- 3) Save timecard or Enter a new line

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

- 1) For the following transactions enter like you did previously on the Excel Template:
 - a) For Non-Billable Transactions
 - i) Enter your Job/Phase and then use Earn Code 21 through 23 as needed.
 - 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

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.xlsx>

Saving Your Time

- 1) Save your card by clicking the Save button.
- 2) As you tab off a row the Timecard will auto save

Deleting a Record

- 1) Find the Row you want to delete and select the Red X at the end of the row.



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- a) You may have to scroll to the far right to see the Red X, if your display is not showing the entire Grid View.

Silica Tracking

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

Submitting Time

- 1) To submit time, you will need to:
 - a) Review using the Review & Submit button
 - b) Once time is submitted you will not be able to enter additional time for that pay period.
- 2) Time must be submitted and approved by Monday's @ Noon.

Cloning your Timecard

- 1) Select the Clone button:
 - a) You will only be able to clone the previous week's information
 - b) You will lose any entries added prior to cloning
 - c) Cloning needs to be done on Tuesday afternoon or after payroll process time for previous week.
 - i) If done prior, no time will be cloned

Rejected Transactions

- 1) Once time has been submitted to your manager they may need you to make a change or delete a transaction. If this happens they will reject the transaction.
- 2) If your time submitted is rejected, you will receive an email stating the reason for the rejected time:
 - a) READ the email to find the reason as to why the time has been rejected.
 - b) Log into your Timecard
 - i) Verify the correct pay period is selected
 - ii) Make the changes your manager requested by updating the information or deleting the requested information.
 - (1) Once you finish making the changes your manager requested Review & Submit the information again.
 - (a) The PM will receive the Time again and will be able to reject or approve.

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.



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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
 - 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

- a) ***Non available at this time for Standard Timesheet Entry***

Contacts for Keystyle Help

- 1) If you have questions or concerns you can contact one of the following:
 - a) Angela Mullins
 - i) Office Phone: 920.267.4882
 - ii) Email: amullins@crmeyer.com
 - b) Maureen Grell
 - i) Office Phone: 920.267.4845
 - ii) Email: mgrell@crmeyer.com
 - c) Robin Anfinson
 - i) Office Phone: 920.267.4847
 - ii) Email: ranfinson@crmeyer.com
 - d) Kevin Fores
 - i) Office Phone: 920.267.4843
 - ii) Email: kfores@crmeyer.com