Online Crew Timecard (Grid View) 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

Click on the links below for more information

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 Deafult 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.

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

(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)

(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

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

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**

(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

(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

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

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.

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

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

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.