Purpose:

To accurately account for labor cost in order to ensure employees are paid properly and job costs are documented properly.

Procedure:

1) Access HH2 “Remote Payroll” and complete all electronic timecards on all onsite Crain employees, including superintendent, each day.
   A) Superintendent’s time will always equal at least a total of 40 hours each week
   B) If a Superintendent has had training, vacation, holiday or any “other” time documented, it must be entered in “No Job” / Undefined Code accompanied with a note when needed.
   C) Enter all the time in the proper code for each employee daily.
   D) If no code is available for said work, contact Project Manager
   E) If an employee is late or absent, add a note as to the reason/s because.
   F) If an employee has had training, vacation, holiday, or any “other” time documented, it must be in “No Job” / Undefined Code accompanied with a note when needed.

2) At the end of the pay week, review each employee’s timecard for accuracy and approve @ level 1.

3) Project Manager will review and either approve or ask for corrections after level 1 approval. This is to occur no later than COB the Tuesday of the following week.

4) Accounting will process after level 1 and Project Manager approval.