



Accounting
**Submitting-Approving
Time in HH2**

AC (7.301)
Rev. # 0.1

Date 08/23/2023
Page 1 of 3

Purpose:

To outline the process for submitting, reviewing, and approving weekly job site hours for payroll.

Procedure:

- 1) Superintendents are responsible for submitting all the time for themselves and all hourly employees on their job site each week.
 - A) Assistant Superintendents, Project Engineers, and Assistant Project Managers will be given access to submit their own hours.
- 2) Superintendents, Assistant Superintendents, Project Engineers, and Assistant Project Managers are to code their time to the same cost code each week specific to their position and based on the job estimate.
 - A) 01-0410 (General Superintendent)
 - B) 01-0405 (Assistant Superintendent)
 - C) 01-0430 (Project Engineer)
 - D) 01-0425 (Assistant Project Manager)
- 3) The PR manager is responsible for creating payroll groups for each Superintendent in HH2.
 - A) Job specific labor codes will be added to each payroll group according to the estimate.
 - B) Specific employees will be added to each payroll based on employee location.
 - i) Superintendents have access to add and remove employees at any time.
 - (1) When in RP - Time Entry or Time Sheet (app or website), if the employee is not listed simply:
 - (a) In the app - Click + to search and add one or more employees
 - (b) On the website: click the search button under Employee tab and search to add one or more employees.
 - C) Hourly employees' time can be coded to as many cost codes needed based on the work done during the pay period.
 - i) To add one or more cost codes to a specific employee timesheet:
 - (1) Open the timesheet for that employee.
 - (2) Click the gray bar at the bottom of the timesheet that says, "Add Jobs/Codes to Time Sheet".
 - (3) Select the job.
 - (4) Click the search button next to the cost code line and search.
 - (a) You can select as many cost codes as needed at one time.
 - (5) Click "Add Selected Items" in the top left corner or the selection box.
 - (6) Click orange button that says, "Add to Time Sheet".
 - ii) If there is more than one job that time is being coded to, then simply follow the same steps listed above to add a new job(s) and cost code(s).
- 4) When submitting time, there are 6 boxes for each day of the week.
 - A) Regular, Overtime, Holiday, Vacation, Training, and Other.
 - i) All time should be submitted in the Regular box each weekday up to 8 hours.



Accounting
**Submitting-Approving
Time in HH2**

AC (7.301)
Rev. # 0.1

Date 08/23/2023
Page 2 of 3

- ii) Any hours over 8 regular hours in a day should be submitted in the OT box.
 - (1) If the employee does not work at least 40 Regular hours, then there should be no OT submitted.
 - (a) For example, if an employee worked 1 hour of OT Monday – Thursday but didn’t work on Friday, then those 4 hours of “OT” would be submitted as Regular hours since the employee did not work over 40 hours that week.
 - (2) There are comment boxes under each day to be used to note important information.
 - (a) If an employee does not work a full 8-hour day, then please note the reason why to avoid shorting/missing hours and to ensure payroll is processed correctly.
- B) All Holiday, Vacation, and Training hours should be submitted in the Misc. Codes section of each time sheet and should NOT be coded to the job.
 - i) If the Misc. Codes section isn’t on the timesheet:
 - (1) Click the “Add Jobs/Codes to Time Sheet”.
 - (2) Click the “Default – Click for Default Coding”.
 - (a) Once clicked, it will show up in the section to the right and say, “Default Coding: ON”.
 - (b) Click Add to Time Sheet.
 - ii) Once the Misc. Codes section is added it will appear at the top of the timesheet above the job(s).
 - (1) All PTO should be submitted in the VAC box.
 - (2) All Holidays should be submitted in the HOL box.
 - (3) All Training should be submitted in the TRAIN box.
 - iii) Superintendents, Assistant Superintendents, Project Engineers, and Assistant Project Managers should always submit their hours under “Pay Type Group: Supt IDs.”
 - iv) All hourly employees’ time should always be submitted under “Pay Type Group: Field IDs.”
- 5) Once all time has been accounted for and coded correctly, then click “Approve” next to each employee.
- 6) The PR manager will review all time on Tuesday morning and follow up with any Superintendent and Project Manager that is missing hours or for any hours that still need approval.
- 7) Once all time has been entered, the PR manager opens up each Payroll Group and prints off a summary of the time submitted.
 - A) Each payroll group is reviewed by:
 - i) Opening each employee timesheet and making sure Regular and OT hours are entered correctly.
 - (1) Moving Regular hours to OT if they exceed the 40-hour week.
 - (2) Moving any OT hours to Regular hours if 40 hours were not worked.
 - (3) Making sure any vacation and holiday hours are in the correct section and under the correct Pay Type Group.
 - (a) Time will be rejected when exported if it’s not submitted correctly.



Accounting
**Submitting-Approving
Time in HH2**

AC (7.301)
Rev. # 0.1

Date 08/23/2023
Page 3 of 3

- (4) Reviewing any comments made and making sure each employee has at least 40 hours or a note explaining why if they do not.
 - B) Hours are calculated for each job by Regular, OT, PTO, Training, etc. and then totaling all hours for the week on the bottom of the payroll group summary sheet.
 - C) Using the summary sheet for each payroll group, all time for each employee, by job, vacation, holiday, etc. is entered into an Excel spreadsheet that summarizes and totals all hours by job and GL account.
 - i) The totals on the spreadsheet are compared to the total hours in HH2 to ensure all time has been accounted for.
- 8) After all time is reconciled, the PR manager will click the “Approve” (thumbs up button) at the top of the Time Approval page and time is officially approved and ready to export.