

Entering Time

Into People Savvy App

For any questions or concerns contact:

Charla Koeppé

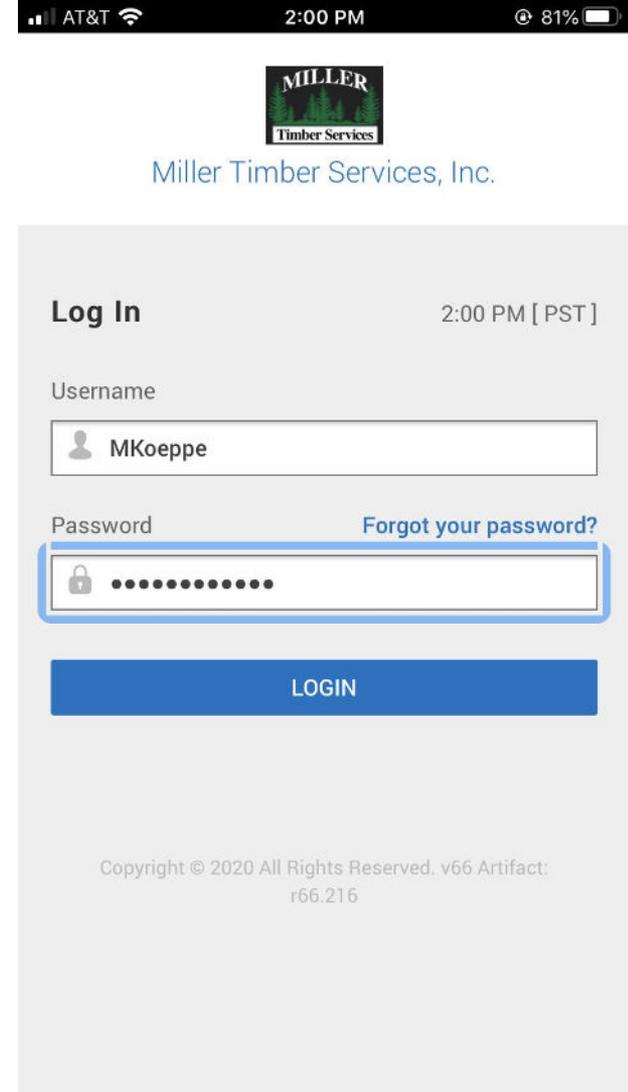
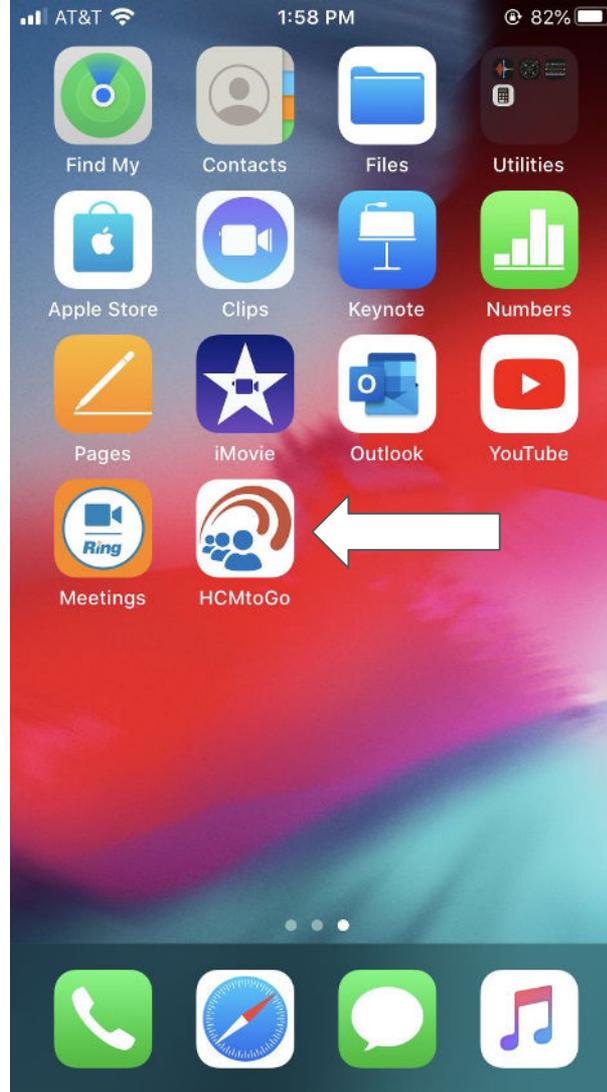
Email: Charla@millertimber.com

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Text: (541) 740-4338

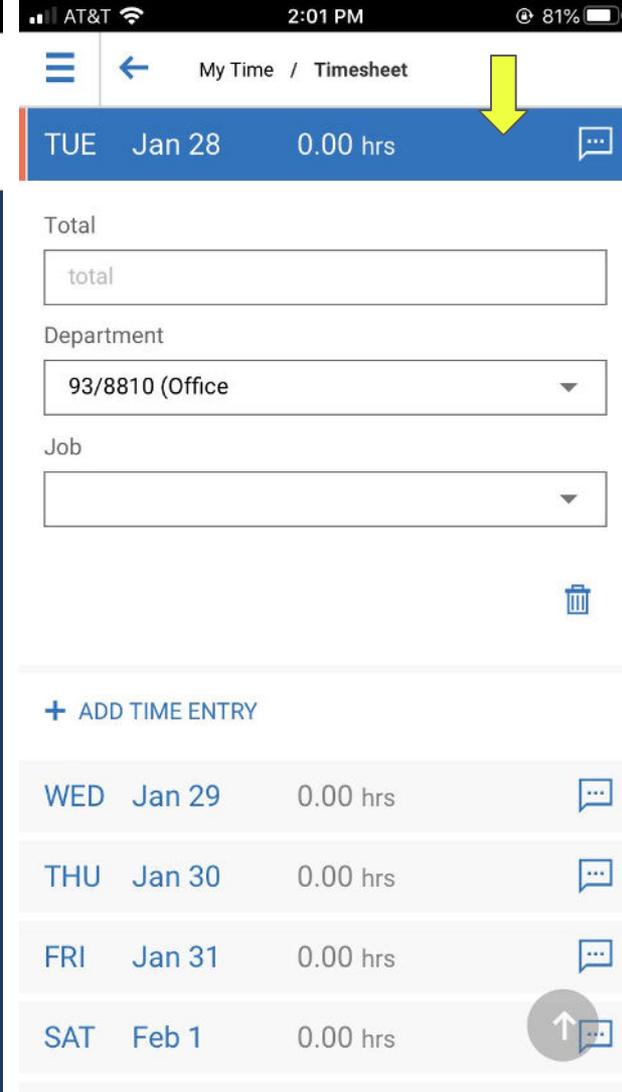
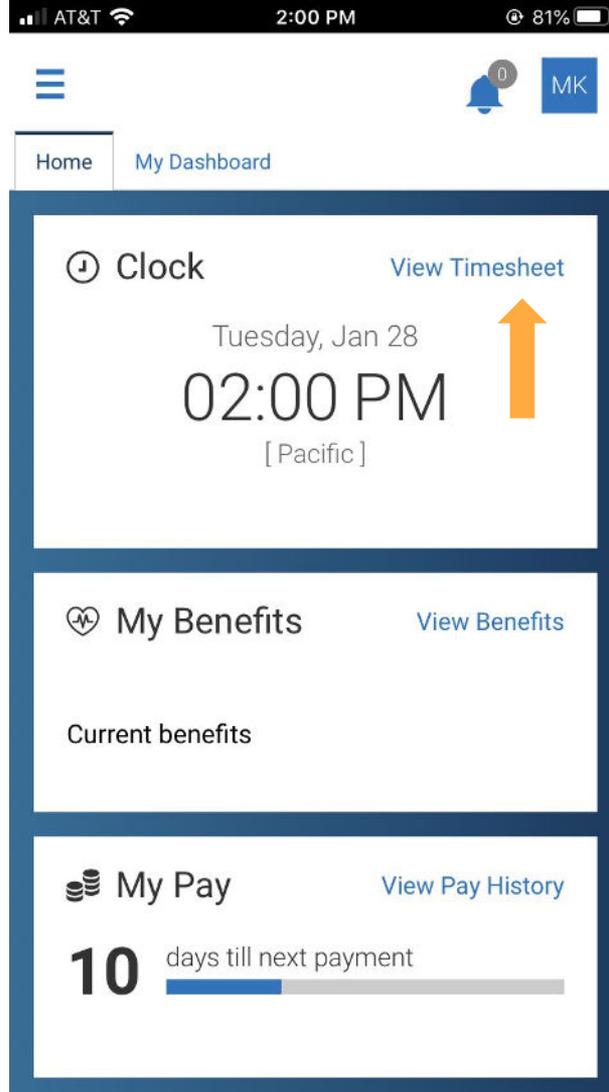
Log Into the App

- Login into the HCMtogo App
- Once you've set up your account on the first login, it should automatically pull up your Miller Timber Login menu
- The username is not case sensitive, however your password will be case sensitive to whatever you set it as



Home Page

- Once you've logged in, the app will take you to the home page where there will be useful information
- To enter time, click the [View Timesheet](#) link in the clock widget
- When you click the link, you'll be taken to the current day on the timesheet
- If you click the blue bar it will collapse the current day details and you'll be able to see the whole two week pay period



Example Timesheet

- This will show how to input the information you've been putting on your old timesheet onto the application
- We'll use this Timesheet as an example

Job Name: Stony Ridge CT Operator: Bryden Andersen

Just read the hours off the equipment's hour meter and write it down each day. Please, NO GUESSING!!!

	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
Date:	1/13/20	1/14/20	1/15/20	1/16/20	1/17/20		
Equip#: <u>236</u>							
Hour Meter Reading	2606	—	2612	2619	2624		
Equip#:							
Hour Meter Reading							
Operator Hours	10	9	11	11	9		
Firewatch Hours							
Loads							
Cubics/Bunks	25♣	♣	23♣	128	107		
Sick (S) Vacation (V)							

DO NOT PUT YOUR SICK TIME OR VACATION TIME IN THE OPERATOR HOURS BOX!!!!

♣ Snow Problems

Text Daily to: CTLProd@millerlumber.com (This is Office)

Department

Departments break up the different types of work at Miller Timber

- CTL Operators will most often be working under CTL jobs
- CTL Jobs are broken up by state, so you'll need to pick the state you're working in
- To find your department click the drop down arrow, and scroll through the options. Recent choices will be displayed on the feed roll, but if you don't see what you need select the browse option
- You can search for the department type or you can hit the browse tab and find the one you need.

MON Jan 27 10.00 hrs 1

Total
10.00

Department
93/8810 (Office)

Job

Done

- Browse...
- CTL OR Oper/2725 (OR CTL Shop-Office)
- ✓ 93/8810 (Office)

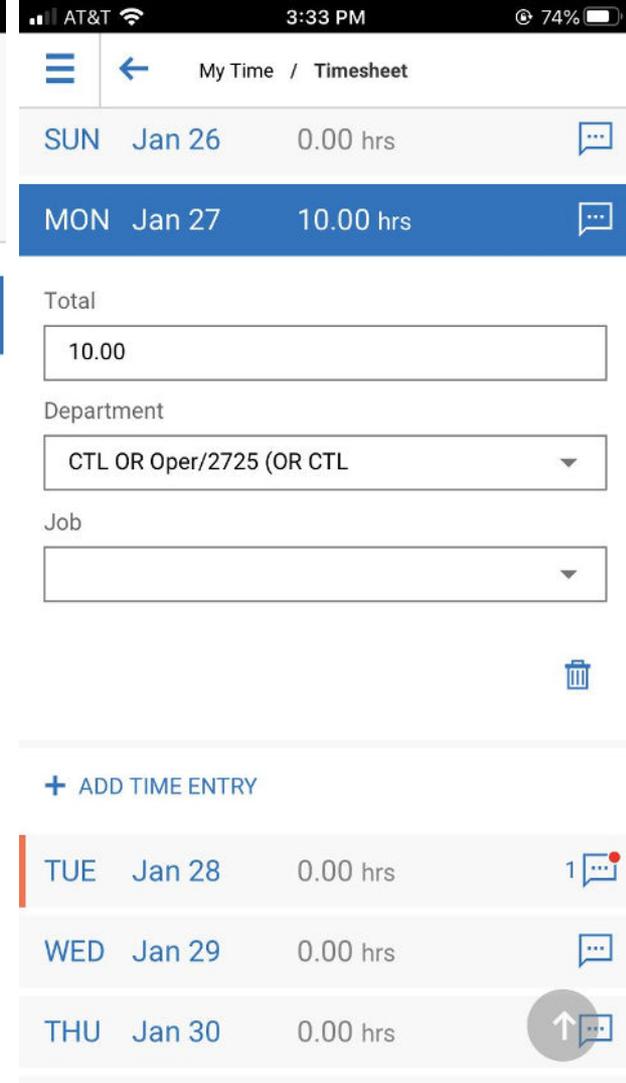
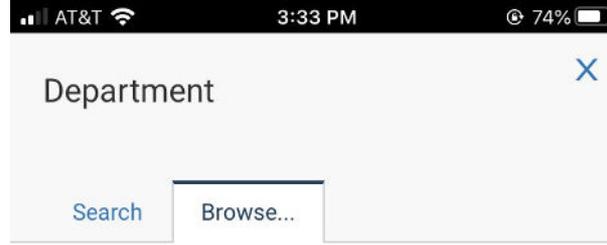
Department

Search Browse...

- (31) CTL Jobs-Oregon(CTL OR Oper)
- (32) CTL Jobs-California(CTL CA Oper)
- (33) CTL Jobs-Washington(CTL WA Oper)
- (CW) CTL-Equip on Fires-Operator(CW)
- Engine-Fires-Critical Response(ER)
- Engine-Fires-Govt jobs (52)(52)
- Engine-Fires-Mngr on job site(EJ)
- Expanded (Fire guys)(81)
- Fire Crew Mngr-On JobSite(5J)
- Fire Crew/Expanded Critical Response(5R)
- Fire Crews - Govt jobs(51)
- Fire Crews - Private Landowner(54)

Department Cont.

- 2725 is for onsite work which is what our example is for, so we'll select that option.
- 2703 is for work done at the Miller complex, so if you're ever at the shop working you will select that option.



Jobs

Jobs are the specific unit that you're working on, ie. job names or specific tasks

- Just like with the department, the job selection will come up with a feed wheel of recently used jobs and the browse option to find others
- When you select browse, you'll get three options. More often than not, your job name will be under the **Neither** category
- Most often BOLI jobs are for expanded fire jobs & Government jobs are usually Fires

AT&T 3:34 PM 74%

Total
10.00

Department
CTL OR Oper/2725 (OR CTL)

Job

+

+ ADD TIME ENTRY

TUE Jan 28 0.00 hrs 1

Done

✓ Browse...
Neither/MPlant Cleri
Neither/Shop Office

AT&T 2:03 PM 81%

Job

Search Browse...

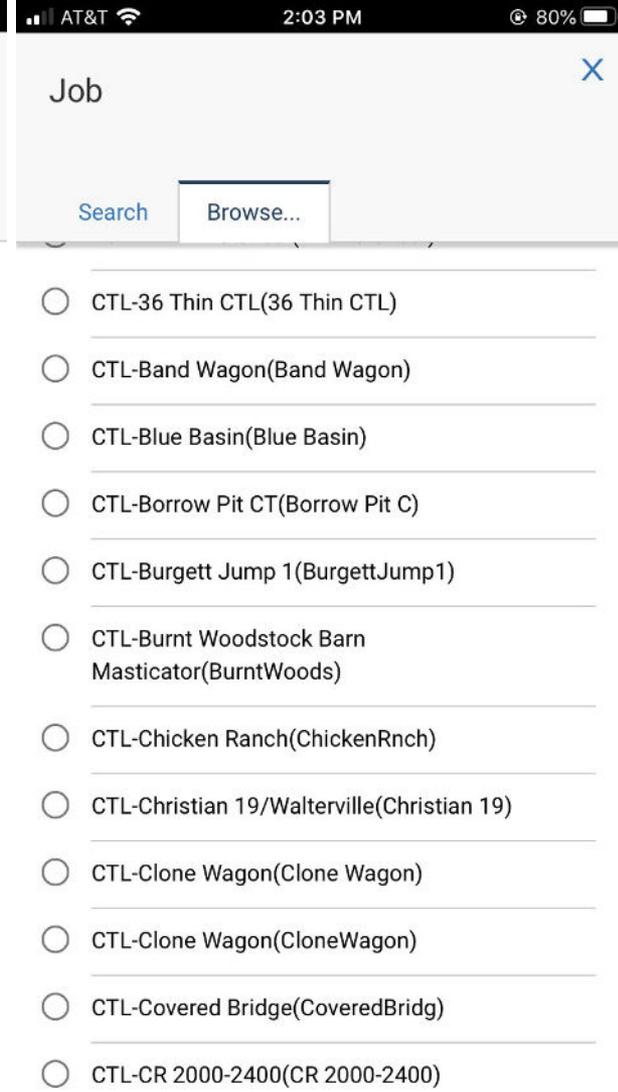
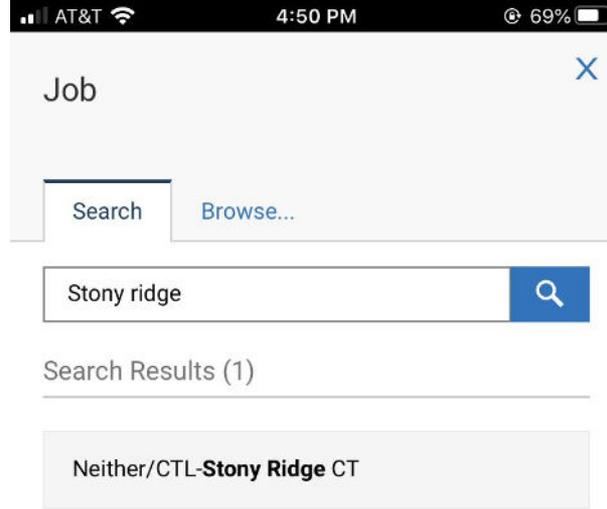
Certified Jobs(BOLI)

Government Jobs

Neither

Jobs Cont.

- You have the option to either search for the job using keywords or you can scroll through the list of jobs to find the one you need



Production Info.

- Once you've got the department and job entered you can add in the production information that was being put on the old time sheets
- To create a new note with your timesheet all you have to do is click the message box icon on the blue bar

AT&T 4:50 PM 69%

My Time / Timesheet

SAT	Jan 25	0.00 hrs	
SUN	Jan 26	0.00 hrs	
MON	Jan 27	10.00 hrs	1

Total

10.00

Department

CTL OR Oper/2725 (OR CTL)

Job

Neither/Stony Ridge

+ ADD TIME ENTRY

TUE	Jan 28	8.00 hrs	1
WED	Jan 29	0.00 hrs	1

AT&T 3:35 PM 74%

Daily Notes

MON, Jan 27

No notes to display

New Note

CANCEL SAVE

Production Info Cont.

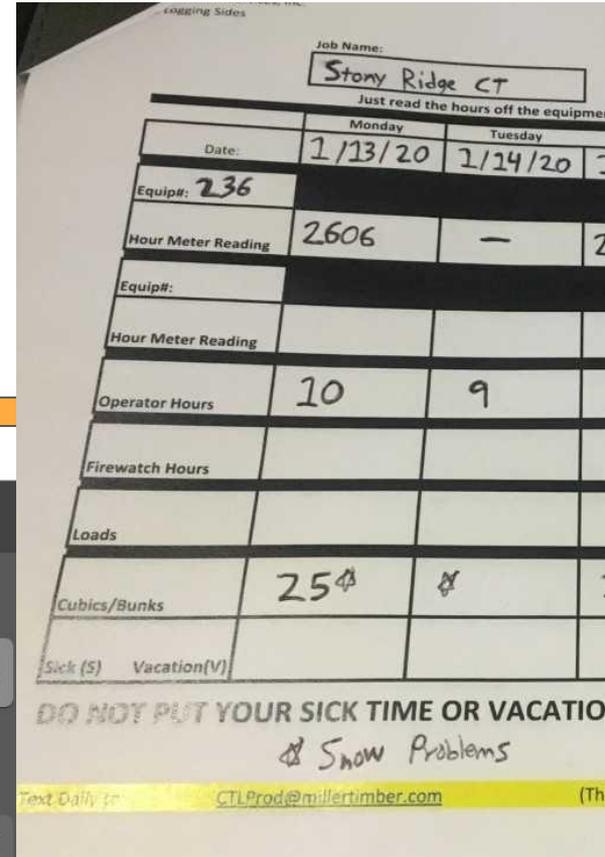
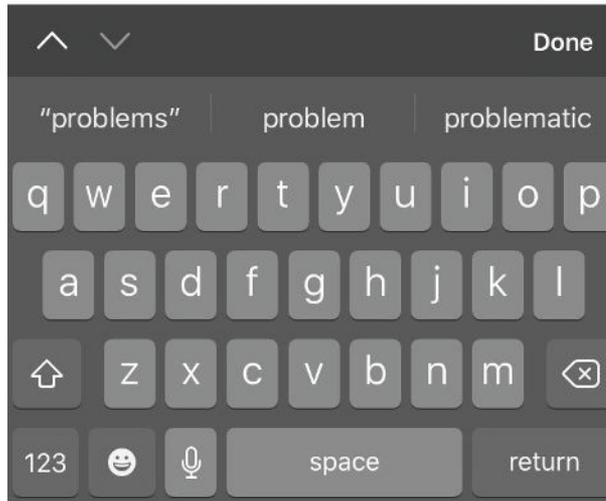
- You should add any information relevant to your time into these notes. The more information the better
- If you can't find your job name type it into this box and Charla will be able to figure out your time without having to get a hold of you
- Once you've added all you need click the **save** button

New Note

Job name: Stony Ridge CT
 Machine: 236
 Hours: 2606
 Cubics/Bunks: 25
 *snow problems

CANCEL

SAVE



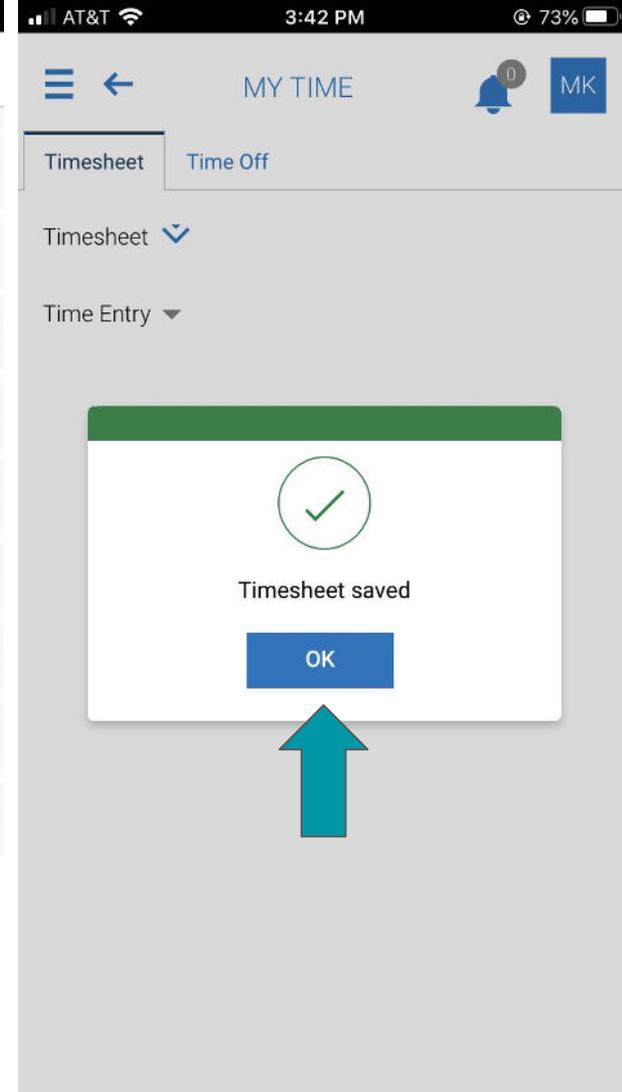
Saving Timesheets

- Once you've entered all your time and notes, you'll need to press the save button to keep your changes in the app
- If you do not save your changes you will have to enter it all again
- Once you've successfully saved your time info you should see the check mark that it was correctly processed

Day	Date	Hours	Notes
SAT	Jan 25	0.00 hrs	
SUN	Jan 26	0.00 hrs	
MON	Jan 27	10.00 hrs	1
TUE	Jan 28	9.00 hrs	1
WED	Jan 29	11.00 hrs	1
THU	Jan 30	11.00 hrs	1
FRI	Jan 31	9.00 hrs	1
SAT	Feb 1	0.00 hrs	
SUN	Feb 2	0.00 hrs	

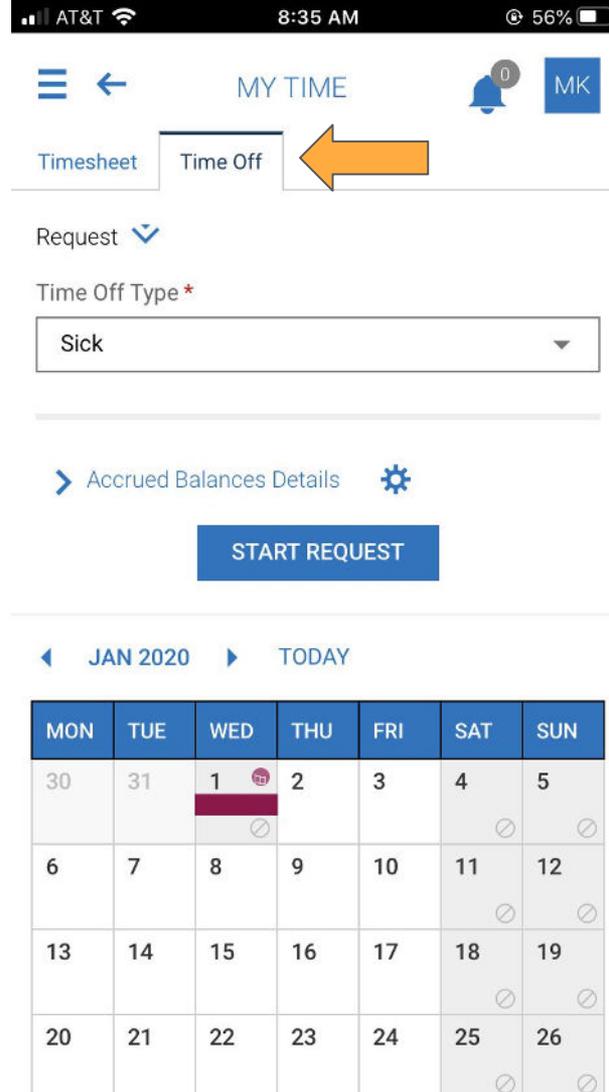
ATTACHMENTS (0)  [UPLOAD](#)

[SAVE](#)



Time Off Request

- To ask for time off you need to click on the time off tab on the top of the timesheet page
- You will then have to select which type of time off you want to request; Sick or Vacation if you have it
- Once you've selected your type you'll hit the **start request** button



MY TIME

Timesheet Time Off

Request ▾

Time Off Type *

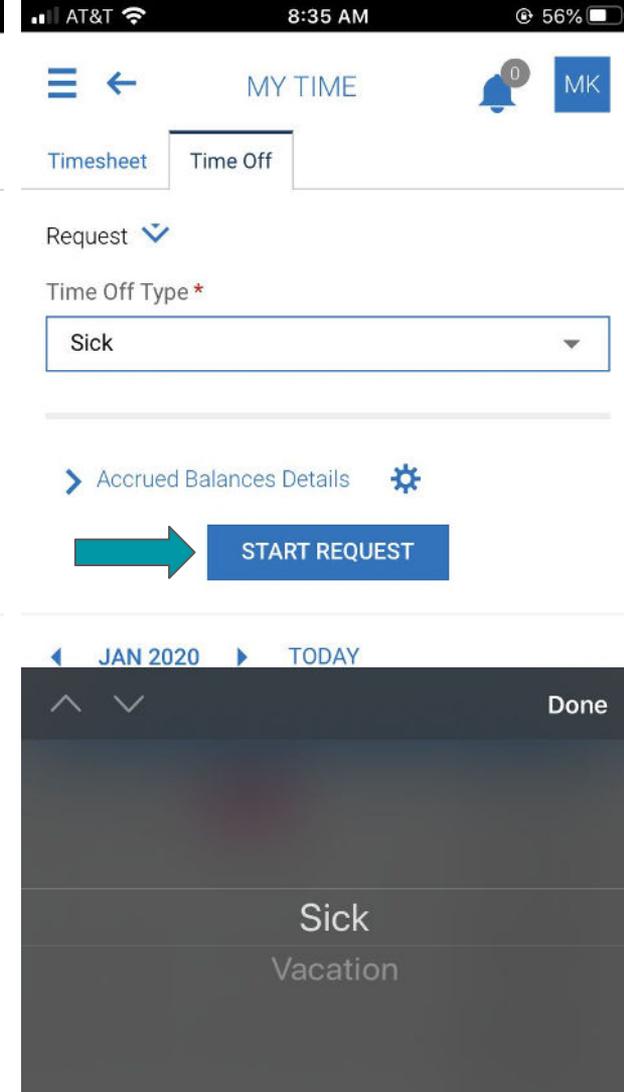
Sick

> Accrued Balances Details ⚙

START REQUEST

< JAN 2020 > TODAY

MON	TUE	WED	THU	FRI	SAT	SUN
30	31	1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26



MY TIME

Timesheet Time Off

Request ▾

Time Off Type *

Sick

> Accrued Balances Details ⚙

START REQUEST

< JAN 2020 > TODAY

Done

Sick

Vacation

Time Off Cont.

- In the request form you'll need to pick the duration of your time off, ie a full day or partial day
- Then you'll have to enter the date which you want to have the time off on

Request Time Off

Time Off *

Sick

Request Type *

Comment

Time Off *

Sick

Request Type *

Full Day

Date *

Jan 29, 2020

Total

8.00

Comment

Done

Full Day

Multiple Days

Partial Day (Bulk)

Clear Done

October 26 2017

November 27 2018

December 28 2019

January 29 2020

February 30 2021

March 31 2022

April 1 2023

Time Off

- In the comments you'll want to explain why you want to have the time off
- Once you've entered all your information press the **submit request** button

Request Time Off

Time Off *
Sick

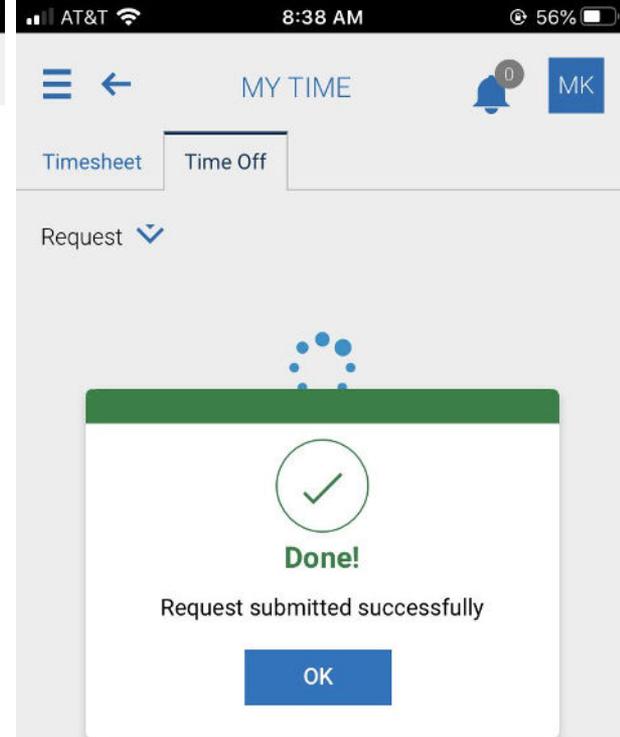
Request Type *
Full Day

Date *
Jan 29, 2020

Total
8.00

Comment
Had a high fever; wasn't able to work

CANCEL SUBMIT REQUEST



Time Off Cont.

- The time will not be automatically approved. Managers will have to go through your request and either accept or deny your request
- A pending time off request will be a Cyan color
- An approved time off request will be a dark Teal color
- You will receive an email when your time off has been approved or denied
- Please make sure to talk to your manager about taking time off as well. Do not just enter the time request and not let your manager know about it

My Time / Request

Accrued Balances Details

START REQUEST

JAN 2020 TODAY

MON	TUE	WED	THU	FRI	SAT	SUN
30	31	1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31	1	2

WED JAN 29

Schedule

Mailboxes Edit

Inbox

Search

- donotreply@millertimber.com 8:39 AM >
Time Off Request Approved
Hi Melissa. Your request of Sick time in the amount of 8.00 hour(s) on 01/29/2020 has be...
- iCloud 8:20 AM >
You've used over 50% of your iCloud storage
[https://quota.icloud.com/quotaservice/report/email/spacer?trace=AVbne07bsZpnnogYqzCd...]
- charla Yesterday >
Payable files
Also, from now on, if you write a check/checks and have Lee/Susan/Heidi sign it, You Must Fil...
- sharon Yesterday >
300 and 500
There is one box on the roll away up front with 300 and 500 invoices in it were you done copy...
- Missy Koeppel Yesterday >
No Subject

Updated Just Now
1 Unread