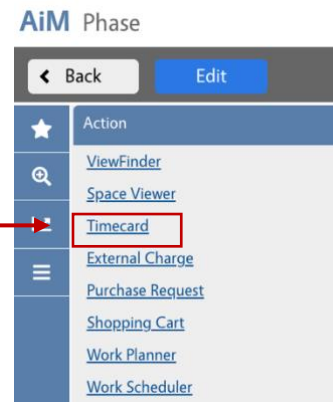


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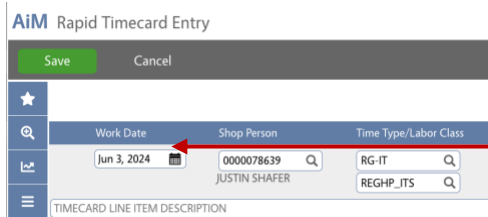
ADDING TIME (*Recommended Route*)

Phase Screen

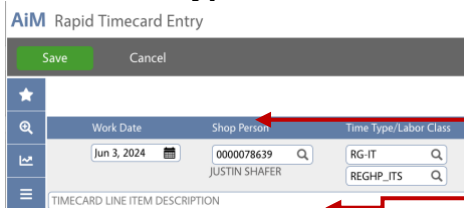
1. Navigate to the **Phase**, click **Timecard** on the left navigation



2. Click calendar icon to select **Work Date**

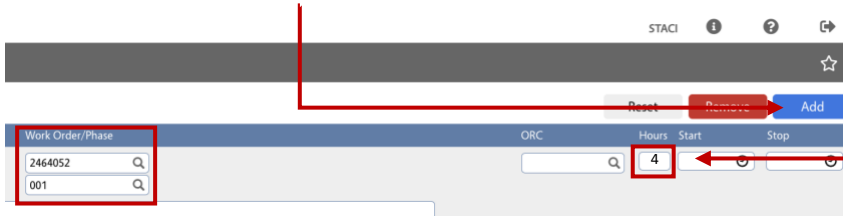


3. Click the magnifying glass to search and select the **Shop Person**. **Time Type** and **Labor Class** defaults to the regular hourly rate. Add overtime hourly rate by clicking on the magnifying glass under **Time Type** and select **OT-IT**.



Add description for the hours worked.

4. **Work Order** and **Phase** will default based on the **Phase** you selected in Step 1. Enter **Hours** worked and click **Add**



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5. Click **Save**

AiM Rapid Timecard Entry

Save Cancel

Work Date	Shop Person	Time Type/Labor Class	Leave Code	Work Order/Phase
Jun 3, 2024	0000078639 JUSTIN SHAFER	RG-IT REGHP_ITS		2464052 001

TIMECARD LINE ITEM DESCRIPTION

6. If you receive this message, confirm you selected the correct **Shop Person** and click **Yes**

Message

Shop Person is not assigned to shop or Shop Person is not assigned to phase. Do you want to continue with the save?

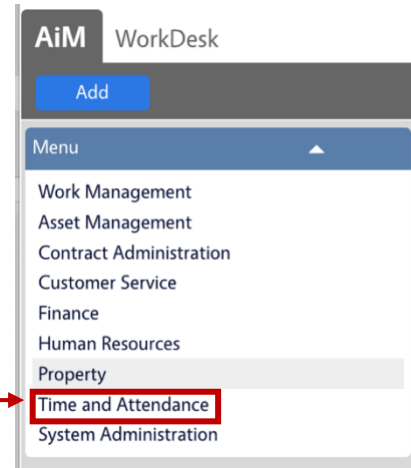
Yes No

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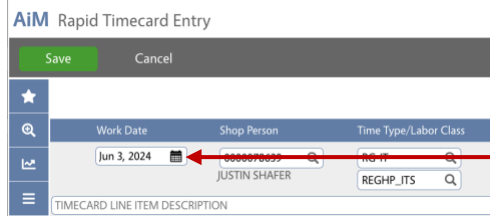
ADDING TIME (Alternative Route)

Time and Attendance Module

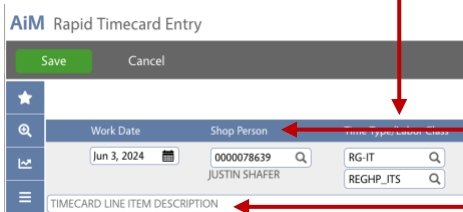
1. From the **Work Desk**, select **Time and Attendance** from the left side menu
2. Select **Rapid Timecard Entry**. Click **Add**



3. Click calendar icon to select **Work Date**

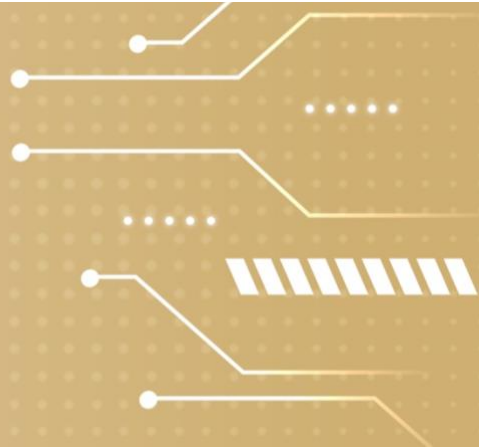


4. Click the magnifying glass to search and select the **Shop Person**. **Time Type** and **Labor Class** defaults to the regular hourly rate. Add overtime hourly rate by clicking on the magnifying glass under **Time Type** and select **OT-IT**.

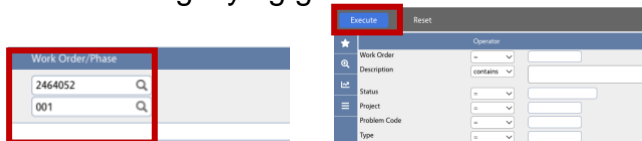


Add any description for the hours needed here

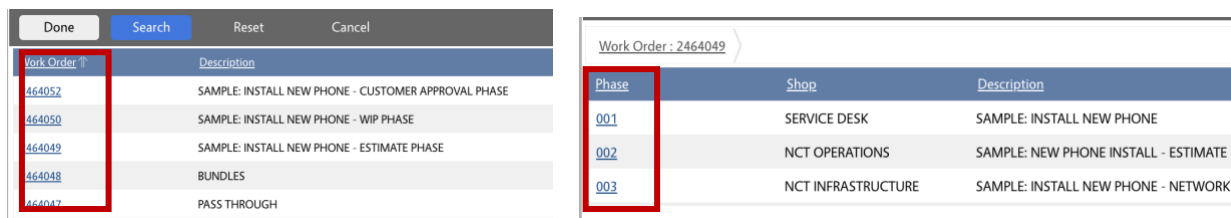
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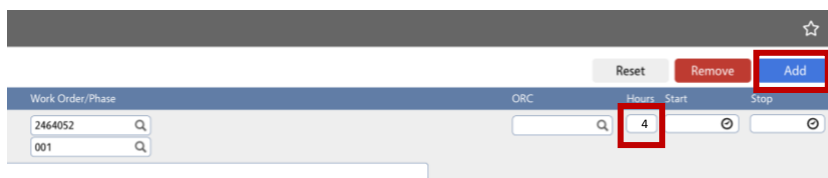
5. Click the magnifying glass under **Work Order/Phase**. Enter your search criteria and click **Execute**



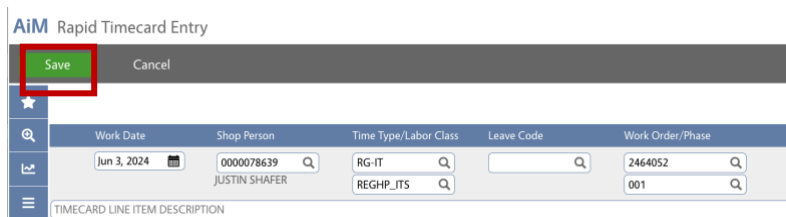
6. Select **Work Order** and **Phase**



7. Enter **Hours**. Click **Add**



5. Click **Save**



6. If you receive this message, confirm you selected the correct **Shop Person** and click **Yes**

