

Construct CrewTime

Navigating to CrewTime

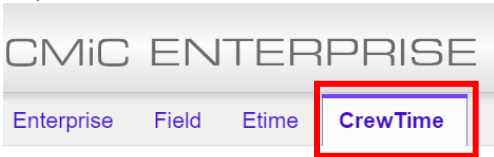
1. To use the Construct CrewTime app, download the Construct CrewTime app in your Google PlayStore or Apple AppStore.



2. To use Construct CrewTime on your tablet, open FireFox or Edge browsers.
- Navigate to CMiC: <https://atlas.cmiccloud.com/cmiproduct/SdMenu/AppSelector.jsp>
 - Click on Enterprise



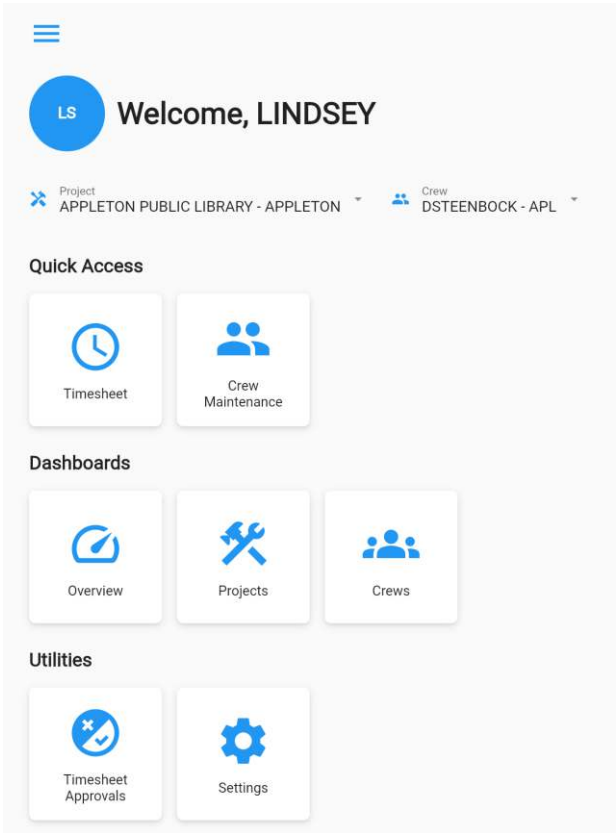
- Click on the CrewTime tab in the top left corner.



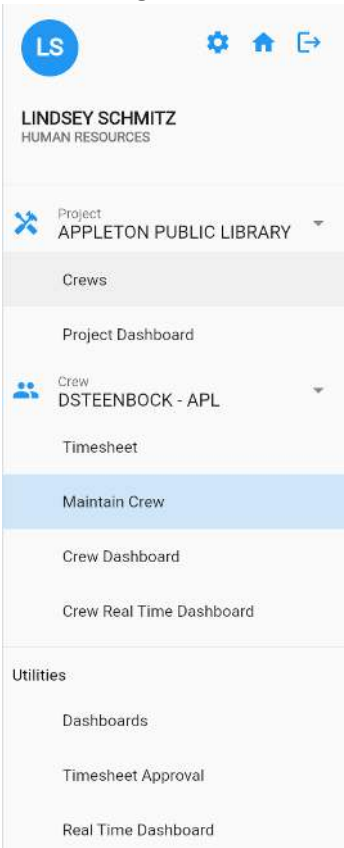
Navigating the Menu

1. Click on the Home button to use the Home menu  or continue operating in the “hamburger menu”. 

Home Menu View



Hamburger Menu View



Project Set-Up

- 1. Select the **Project** drop down and type in your job number or select the project name that appears. You will only see the jobs you have access to.



Crew Set-Up

- 1. Click on **Crew Maintenance** to add your crew members. You can add and remove crew members as they change throughout the week in the timesheets view on each applicable date as well.



- 2. Click on **ADD CREW MEMBERS**. Type each person’s name or id number to add your crew members.

Crew Code
DSTEENBOCK-APL

Crew Name
DSTEENBOCK - APL

Responsible Person
DAVID A STEENBOCK

Foreman Signature Required

Crew Member

+

ADD CREW MEMBERS

Select Employees

Dylan

DYLAN G NETZEL

0202

☆

DYLAN M DEFFERDING

0175

☆

CANCEL

DONE

Entering Time

- 1. Click on Timesheet in the Home Menu or in the Hamburger Menu
- 2. When asked “where do you want to create the template from”. Select **Crew Maintenance**. This will take the crew members and phases set-up from the Crew Maintenance screen. As the week progresses, you can select **Previous Day** and it will create the next day’s timesheet with the same crew members as the previous day.

Create Timesheet

Where do you want to create the template from?

Previous Day

Crew Maintenance

1. Your crew members will go down, the phases go to the right. The days of the week are listed on top. Enter the time for each person, each day, under the applicable phases. The 3 vertical dots in the upper right hand corner will allow you to add crew members to that applicable day.

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6/10/2024 - 6/16/2024

		MONDAY 6/10	TUESDAY 6/11	WEDNESDAY 6/12	THURSDAY 6/13	FRIDAY 6/14	SATURDAY 6/15	SUNDAY 6/16							
		CREW			EQUIPMENT										
Crew Members	Total	Access Panel Finish 23-082-20, 06-262, LBR	Access Panel Finish 23-082-20, 04-262, LBR	Access Panel Finish 23-082-20, 05-262, LBR	Access Panels 23-082-20, 04-263, LBR	Access Panels 23-082-20, 05-263, LBR	Access Panels 23-082-20, 06-263, LBR	Bead and Finish Labor 23-082-20, 06-250, LBR	Bead and Finish Labor 23-082-20, 04-250, LBR	Bead and Finish Labor 23-082-20, 05-250, LBR	BIM 23-082-20, 01-944, LBR	Drywall Labor 23-082-20, 04-240, LBR	Drywall Labor 23-082-20, 06-240, LBR	Drywall Labor 23-082-20, 05-240, LBR	Ext. Framing Labor 23-082-20, 02-200, LBR
0202 DYLAN G NETZEL SUBFOREMAN	0	+	+	+	+	+	+	+	+	+	+	+	+	+	+
0217 EDUARDO BANDA MENDOZA JOURNEYMAN	0	+	+	+	+	+	+	+	+	+	+	+	+	+	+
Total	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0

Only use the Normal Hours as they may be jumping between multiple jobs. Payroll will apply the overtime to the appropriate job at the end of the week.

If you make a mistake, you can remove the hours by selecting the minus sign in front of the hours. You can also go up and down hours using the plus and minus next to the numbers.

EDUARDO BANDA MENDOZA - Bead and Finish Labor

⊖

Normal Hour

Unsaved

⊖

0.0

⊕

⊖

Over Time Hour

Unsaved

⊖

0.0

⊕

⊖

Double Overtime Hour

Unsaved

⊖

0.0

⊕

Total

0

Add Hours Type

CANCEL

OKAY

It will save as you go. No need to hit Save or Submit anywhere.

Reviewing Time at the end of the week.

1. At the end of the week, review all your timesheets by utilizing the **Dashboards**. You can view by project or by crew. You will see the total hours for each person. You can also go back into ETime and run the Crew Timesheet Reports that you are familiar with to verify the correct hours and phases.

	Due	Normal
DYLAN G NETZEL 0202	4 Days	10
EDUARDO BANDA MENDOZA 0217	4 Days	10
FERMIN PATINO MARTINEZ 0375	5 Days	0
Total		20