

Time and Mileage Management

As part of this premium service feature you can track and record employee time and mileage throughout the day as they work in the field.

Overview

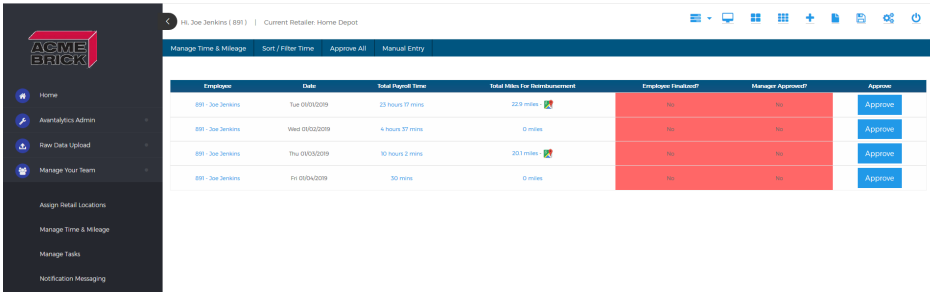
This section details how to view information from the back-office that management may need to perform for calculating hours, approving time sheets, investigating time and mileage and more. To operate and view daily time sheets, as shown in the screenshot below, you need to click on the "Manage Your Team" menu item on the left. Once that opens, you should see one of several options titled "Manage Time & Mileage" - click this to see a visual similar to below.

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Related Links

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The screenshot shows a web application interface for ACME BRICK. The main content area displays a table with columns for Employee, Date, Total Report Time, Total Miles For Reimbursement, Employee Feedback?, Manager Approval?, and Approve. The table contains four rows of data for employee Joe Jenkins across different dates. The first two rows have red background colors, while the last two have white. Each row has an 'Approve' button in the final column.

Employee	Date	Total Report Time	Total Miles For Reimbursement	Employee Feedback?	Manager Approval?	Approve
891 - Joe Jenkins	Tue 01/01/2019	23 hours 17 mins	22.5 miles	No	No	Approve
891 - Joe Jenkins	Wed 01/02/2019	4 hours 37 mins	0 miles	No	No	Approve
891 - Joe Jenkins	Thu 01/03/2019	10 hours 2 mins	201 miles	No	No	Approve
891 - Joe Jenkins	Fri 01/04/2019	30 mins	0 miles	No	No	Approve

The table in the main area displays all the daily time card and mileage listings based on a default search criteria. Each time card should be finalized by the employee daily (or at the start of the next day) and approved by a manager. The employee performs finalization on his/her smartphone app and managers can review the time and either approve or override both the time and mileage.

Sorting / Filtering Time Cards

If you wish to filter the results, you can click on the "Sort / Filter Time" button on the blue toolbar. A search box like below will appear. You can then select/filter time cards by pre-defined user groups, selecting users, and choosing a time period. Select what you wish and hit the filter button.

Default Sorting:

If you'd like to make this filter a default filter notice the option in the blue toolbar

Date	Total Payroll Time	Total Miles For Reimbursement	Employee Finalized?	Manager Approved?
Wed 08/26/2020	3 hours 42 mins	0 miles	No	No
Tue 08/25/2020	2 hours 43 mins	0 miles	No	No
Mon 08/24/2020	3 hours 33 mins	0 miles	No	No

Further Filtering

You can then filter any person or date by right clicking on their name. A popup context menu will allow you to filter/unfilter to the person or the date chosen:

Employee	Date	Total Payroll Time	Total Miles
891 - Joe Jenkins	Wed 08/26/2020	3 hours 42 mins	
891 - Joe Jenkins	08/25/2020	2 hours 43 mins	
891 - Joe Jenkins	08/24/2020	3 hours 33 mins	

- Filter To Person
- Filter To This Date
- Un-Filter
- View Diagnostics

Approving Time Cards

Approving is simple - simply click the blue "Approve" button on the far right of the table. If the manager wishes to override either the time or mileage - they should click on the link corresponding to the time value or mileage value in the table. A pop-up will appear allowing an arbitrary overridden value to be entered and a reason to explain for historical / audit purposes.

Manager Override
✖

Current total for Joe Jenkins on 08/26/2020: 0

Adjusted Miles:

Reason :

Once this is done, the original recorded amounts are retained, but the override values are used for the reporting totals.

In addition to approving time, the manager can also see the details of the time card by clicking on the employee name on the left for the day of interest. The details will be displayed below the day entry including the location trip data at the bottom. In most cases this is enough information for normal managers to review. A screenshot is shown below:

Employee	Date	Total Payroll Time	Total Miles For Reimbursement	Employee Finalized?	Manager Approved?	Approve
891 - Joe Jenkins	Tue 01/01/2019	23 hours 17 mins	22.9 miles	No	Yes	Approve

Description Of Time	Time
Start Time	01/01/2019 12:09:55 AM
End Time	01/01/2019 11:28:05 PM
Minutes Worked Retail	0
Actual Driver Time	23 hours 17 mins
Off Clock Time	0
Google Estimated Driver Minutes	33 mins
Google Estimated Driver Traffic Minutes	29 mins
Google Estimated Driver Miles	22.9
Driver Time Lost To Traffic	0
Number of Trips	1

Address From	Address To	Miles	Drive Time
210 N St NW, Washington, DC 20001, USA - Homedepot 2585	10510 Meadow Bridge Ln, Fairfax, VA 22030, USA - Homedepot 4639	22.9 mi	29 mins

Time Card / User Detail & Diagnostics

However in certain cases, you may wish to obtain even more data about the user's behavior during the day. To do so **right click** on the employee name - a context menu will appear with the option to view "Diagnostics" and will look as shown below. This gives you detailed information on the data we captured as well the type of action the the user initiated. This is often useful when resolving questions on user behavior. You will see the high-accuracy GPS coordinates - each one can be clicked to view exactly where they were in Google Maps.

Time Card Diagnostic Details					
Work Code	Coordinates	Distance Moved	Date/Time	Type	Action
retail	38.9071,-77.0141		01/01/2019 00:09:55	ping(in)	localize
retail (Home Depot #2585)	38.9071,-77.0141	(0 feet)	01/01/2019 00:09:55	punch(in)	localize
retail (Home Depot #2585)	38.9071,-77.0141	(0 feet)	01/01/2019 00:09:55	waypoint()	localize
retail	38.9072,-77.0141	(42.4 feet)	01/01/2019 00:10:04	ping()	sendLocationData
forgot to punch out	38.9072,-77.0141	(0 feet)	01/01/2019 00:10:54	punch(out)	leaveStore
retail	38.9072,-77.0141	(0 feet)	01/01/2019 00:10:54	ping()	leaveStore
retail	38.9072,-77.0141	(0 feet)	01/01/2019 00:10:54	ping(out)	leaveStore
retail (Home Depot #4639)	38.8497,-77.3082	16.31 miles	01/01/2019 23:28:03	waypoint()	localize
retail	38.8497,-77.3082	(0 feet)	01/01/2019 23:28:05	ping(in)	localize
retail (Home Depot #4639)	38.8497,-77.3082	(0 feet)	01/01/2019 23:28:05	punch(in)	localize