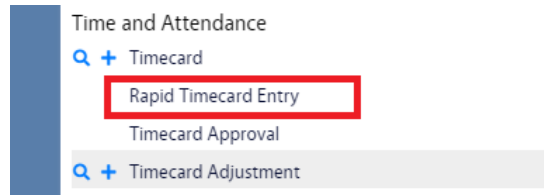


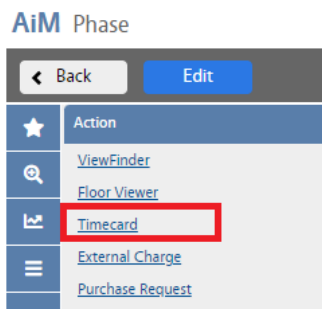
Rapid Timecard Entry

The Rapid Timecard Entry screen allows the entry of one (or more) timecards and the associated entries for that timecard. The screen allows the user to enter fields once that will be used for several entries.

1. There are several ways to get to the Rapid Timecard Entry screen. You can always get to it from the menu.



You can also access it from the Phase Action menu:



2. These will take you to the Rapid Timecard Entry screen.

 A screenshot of the 'AiM Rapid Timecard Entry' screen. The screen has a header with 'Save' and 'Cancel' buttons. Below the header is a table with columns: 'Work Date', 'Shop Person', 'Time Type/Labor Class', 'Leave Code', 'Work Order/Phase', 'Action Taken', 'Hours', 'Start', and 'Stop'. The 'Add' button is highlighted in blue.

3. The top entry is a template and not an entry on a timecard. Any information added on this entry will be used to initially populate each entry on a timecard when you click: [Add](#)

Notes: If your Shop Persons have a default Time Type and Labor Class these values will populate into these fields when you select a Shop Person.

The values in the top entry can be changed at any time and then used to create timecard entries.

4. Once the top entry is ready, click: [Add](#) to begin entering the actual timecard entries.

AiM Rapid Timecard Entry

DALLAS



Save Cancel

Reset Remove Add

Work Date	Shop Person	Time Type/Labor Class	Leave Code	Work Order/Phase	Action Taken	Hours	Start	Stop
Jun 14, 2022				W0001245				
				001				
TIMECARD LINE ITEM DESCRIPTION								
<input type="checkbox"/> Jun 14, 2022				W0001245	LIGHT OUT			
				001				
TIMECARD LINE ITEM DESCRIPTION								

5. In the entry below the blue line enter any missing information. For New Building projects, renovations projects, etc managed by PD&C and Small Construction:
 - a. Select applicable Action Taken
 - i. Supervisors to ensure Action Taken codes have been selected prior to timecard approval.
 - b. Enter comments as applicable (where is the comments box?)
6. To continue creating timecard entries repeat steps 4 and 5 until done.
 - a. No one daily timecard can exceed 24 hours.
 - b. For those entry time cards weekly, create daily timecards for the week.
7. To remove an entry, click the check box to the left of the entry and then click: Remove
8. To save all the entries, click: Save