



Supervisor's Manual - Timesheets and Productivity



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How to use Trade-Up

There are two ways to access Trade-Up – through the **App** on a mobile phone or Tablet, or through a **Browser** on the **Tablet** or **Computer**.

The **App** is designed for site supervisors and provides simple entry for timesheets, Productivity and Site Diary entry.

Using a **Browser**, you can do more, such as seeing productivity graphs and setting up projects.

To access through the browser, you can open Safari on your iPad, or an internet browser on your computer (it is recommended you use Google Chrome).

The idea is that every day you enter your timesheets and productivity through the app, then go through the browser to review project progress using the graphs.

Instructions to Download Trade-Up App for Smart Phones and Tablets

Follow these links

Samsung / Android

<https://play.google.com/store/apps/details?id=au.com.tradeup>

iPhone / Apple

<https://itunes.apple.com/us/app/trade-up/id877455920?mt=8>

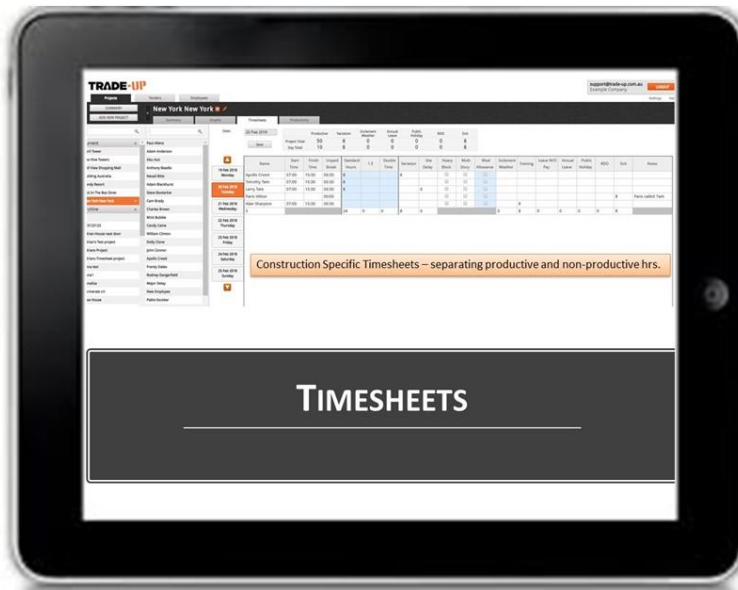
or

Search browse for “Trade-Up Productivity” in Apple iTunes Store or Google Play Store. Look for the orange A logo. Download the app.



Webb App Guide (Browser)

Timesheets



When you go to the timesheet tab you will see the same list of employees from the day before. These employees will automatically have the default time for that day in grey (usually 8 hours). If the default times are correct, you can simply hit save and the times will turn black. Otherwise you can edit whatever details you need, then hit save.

Enter 7 or 7:00. Even if no work is being done, enter the time they arrived.

Use this to skip forward a week

Enter break duration

These cells are entered only for productivity reasons to separate productivity for the overall job from time spent doing variations. They go on top of standard hours. Eg 4 of the 8 standard hrs recorded was spent on a variation. Not to be used for payroll.

Tick if relevant

Use this as often as possible, especially when something is unclear. It is a good way of recording a more detailed history of what happened on site that day and communicating with the office/payroll.

Date:	04 Apr 2014	Productive	Variation	Site Delay	Rain	Training	Leave W/O pay	Annual Leave	Public Holiday	RDO	Sick									
		4	0	0	0	0	0	0	0	0	0									
	Name	Start Time	Finish Time	Break	Standard Hours	1.5	Double Time	Variation	Site Delay	Height Allowance	Heavy Block	Meal Allowance	Rain	Training	Leave W/O Pay	Annual Leave	Public Holiday	RDO	Sick	Notes
31 Mar 2014 Monday	Zach Horvat			00:00	0	0	0	0	0	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	0	0	0	0	0	0	0	
01 Apr 2014 Tuesday																				

Enter 330 or 3:30 or 15 or 15:00 even if they stopped work earlier, enter the time they left

These cells will auto calculate based on the start/finish/break times .

Will auto tick

These cells are in addition to the standard hrs recorded to the left. These fields added together with standard hrs should not exceed 8 hrs.

These will not be recorded as productive hours and will not affect the score for the day.

If something doesn't add up correctly, the cell that is incorrect will be highlighted **red** and you won't be able to save.

Because the standard and overtime hours auto calculate, this can cause the timesheets to be wrong or confusing. Here are some examples of common issues (see answers below on how these hours should be entered correctly):

Example 1

Workers came to site at **7:00** and worked until **9:00** when it started to rain. They waited on site until **12:00** to see if it would stop. The rain continued, so they went home for the **rest of the day**.

Start Time	Finish Time	Break	Standard Hours	1.5	Double Time	Variation	Site Delay	Height Allowance	Heavy Block	Meal Allowance	Rain	Training	Leave W/O Pay	Annual Leave	Public Holiday	RDO	Sick	Notes	
07:00	12:00	00:00	2	0	0			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	6								

Example 2

A worker came to site at **7:00**, but during the day he had to go to a doctor's appointment between **12:00** and **13:30**. He came back to site and finished at **15:30**.

Start Time	Finish Time	Break	Standard Hours	1.5	Double Time	Variation	Site Delay	Height Allowance	Heavy Block	Meal Allowance	Rain	Training	Leave W/O Pay	Annual Leave	Public Holiday	RDO	Sick	Notes
07:00	15:30	00:30	7	0	0			<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>							1	Went to doctors between 12:00 - 13:30

Example 3

A worker starts on site at **7:00** but leaves at **14:00** to go to head office to clean the warehouse for the rest of the day. So hours need to be allocated to two separate projects.

Normal Site

Start Time	Finish Time	Break	Standard Hours	1.5	Double Time	Variation	Site Delay	Height Allowance	Heavy Block	Meal Allowance	Rain	Training	Leave W/O Pay	Annual Leave	Public Holiday	RDO	Sick	Notes
07:00	14:00	00:30	6.5	0	0			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>								Went to office at 14:00

OFFICE Job

Start Time	Finish Time	Break	Standard Hours	1.5	Double Time	Variation	Site Delay	Height Allowance	Heavy Block	Meal Allowance	Rain	Training	Leave W/O Pay	Annual Leave	Public Holiday	RDO	Sick	Notes
14:00	15:30	00:00	1.5	0	0			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>								

Productivity

Enter the total m2 for that material in that section

Enter either the percentage of hours spent on that material in that section, or the total hours spent.

You can see the how each section is tracking against the tendered targets. If it is red, that section has gone over.

The total percentage across all sections must be 100 before you can save

Once the productivity and percentage or hours are entered for a section you can see your score that day.

MATERIAL	PRODUCTIVITY	HOURS	TOTAL	COMPLETE	REMAINING
Basement					
Natural Grey Block	0 m2	0	1278 m2 256.99 days	272 m2 44.01 days	1006 m2 212.98 days
Level 1					
Face Brick	0 m2	0	678 m2 150.67 days	0 m2 0 days	678 m2 150.67 days
Common Brick	0 m2	0	987 m2 164.5 days	1585 m2 250.99 days	-598 m2 -86.49 days
Face Block	70 m2	9.57	1141 m2 206.88 days	70 m2 7.31 days	1071 m2 199.66 days
Level 2					
Face Brick	0 m2	0	1278 m2 284 days	0 m2 0 days	1278 m2 284 days
Common Brick	0 m2	0	786 m2 131 days	0 m2 0 days	786 m2 131 days
TOTAL:		70	9.57	100	

Review Project Progress

See the guide to tracking productivity for explanations on graph data at [Trade-Up User Guides](#)

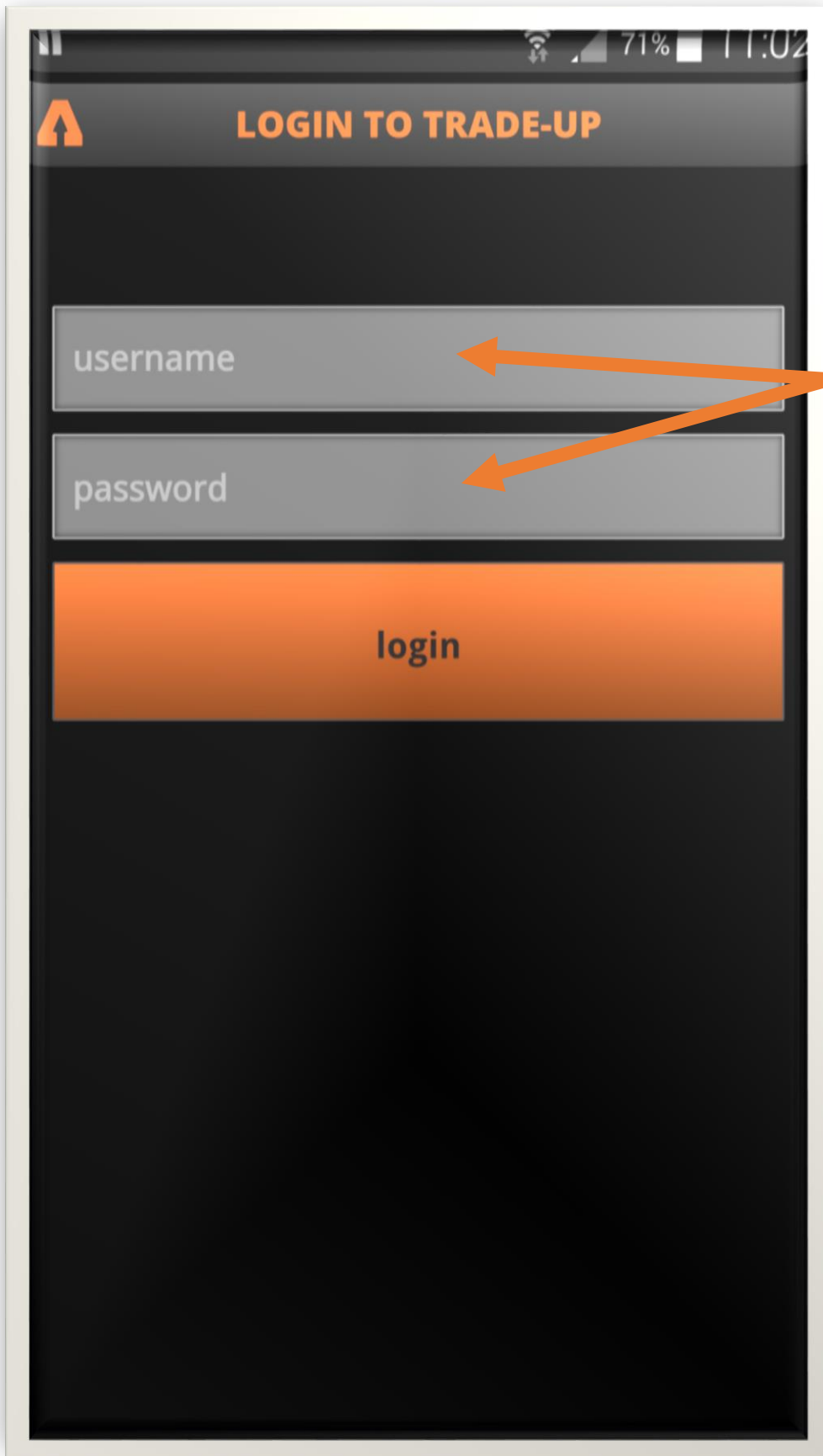


PROJECT DASHBOARD



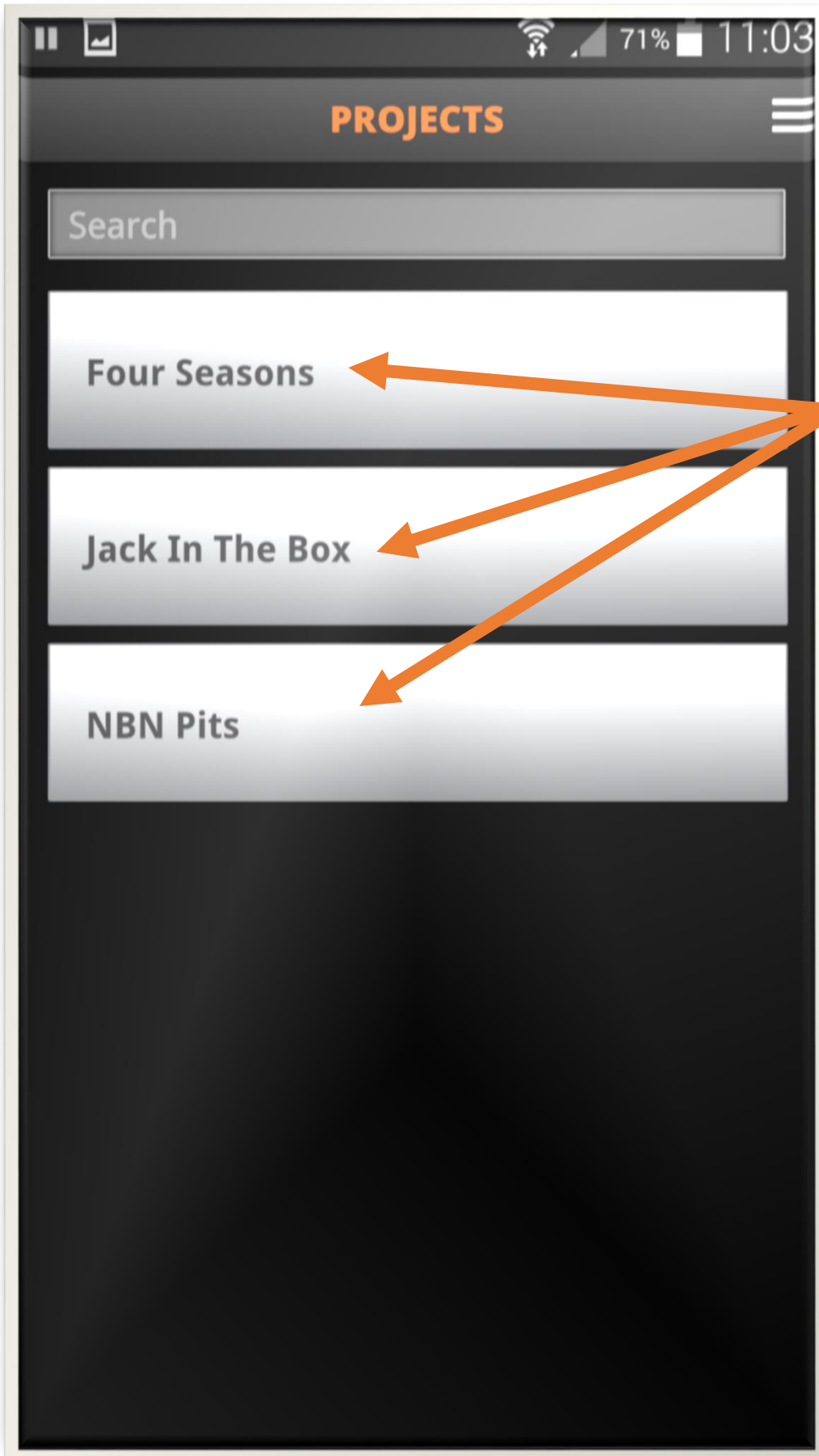
Having trouble? Call the **TRADE-UP** helpline: +61 413 476 076

Mobile Application - Timesheets

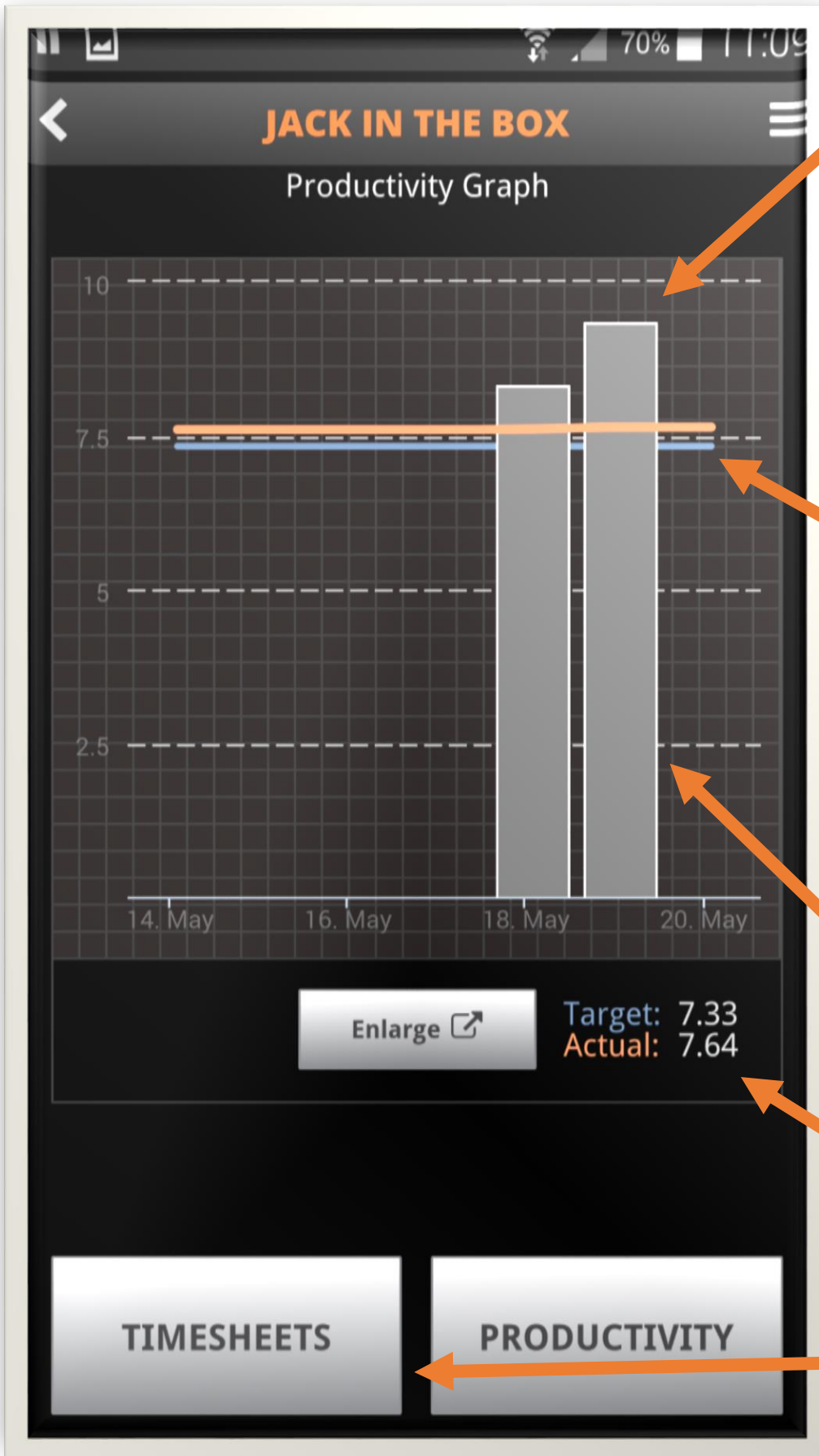


Enter your username and password. If you don't know them, ask your boss, or call the Trade-Up Help Line on:

+61 413467076



Once you have logged in you will see a list of projects. Tap on the project you are working on.



You will then see a productivity graph for the project. It shows how the project is going on average over the last 5 days.

The **BLUE** line is the target, the **ORANGE** line is the overall average across the project. As long as the orange line is above the blue line, the project is going well.

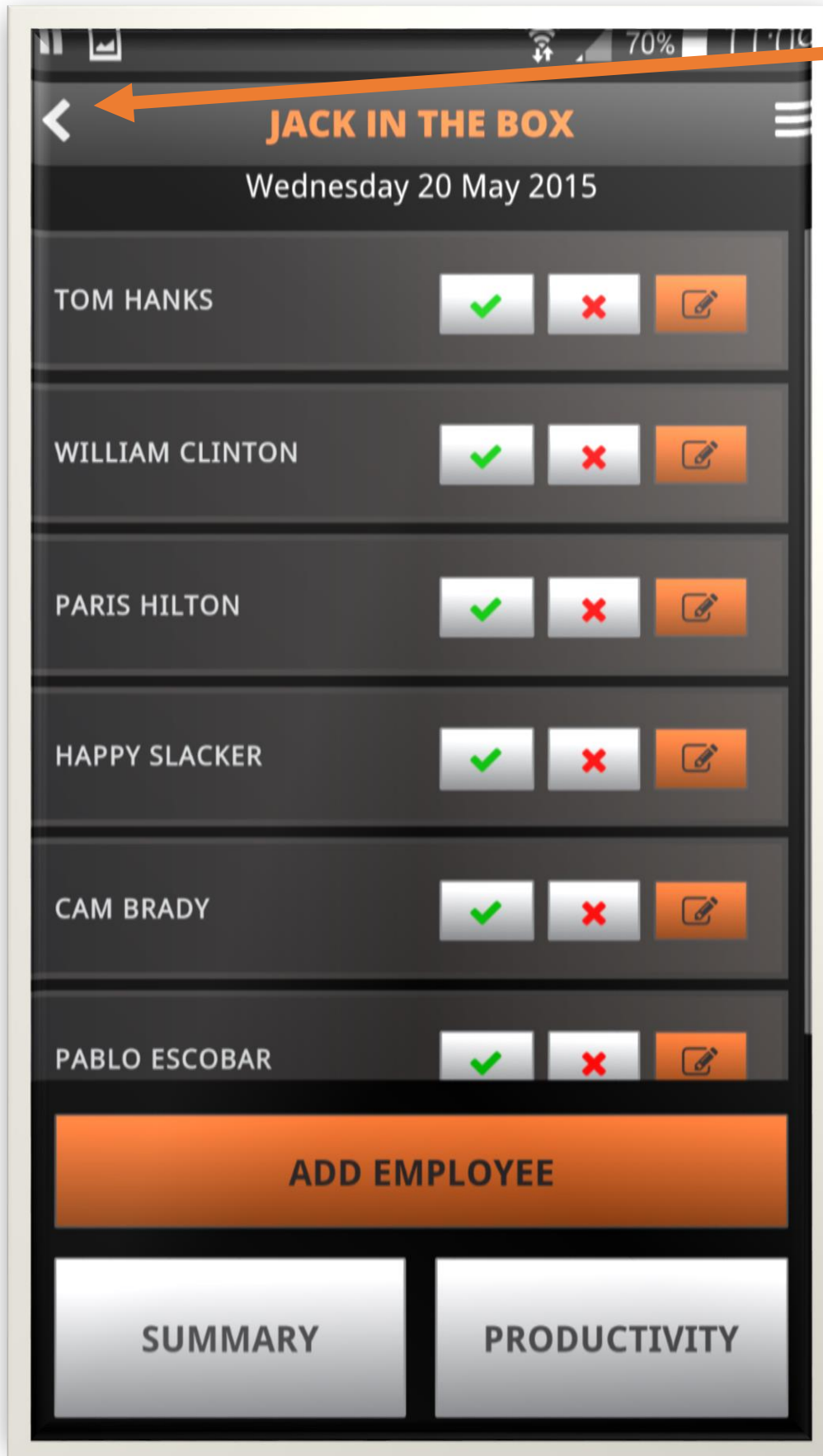
Each bar is one day's result, for example, this day was above target.

This is the **average** number of m2 each man installed on each day

When ready, tap the timesheets button to continue.

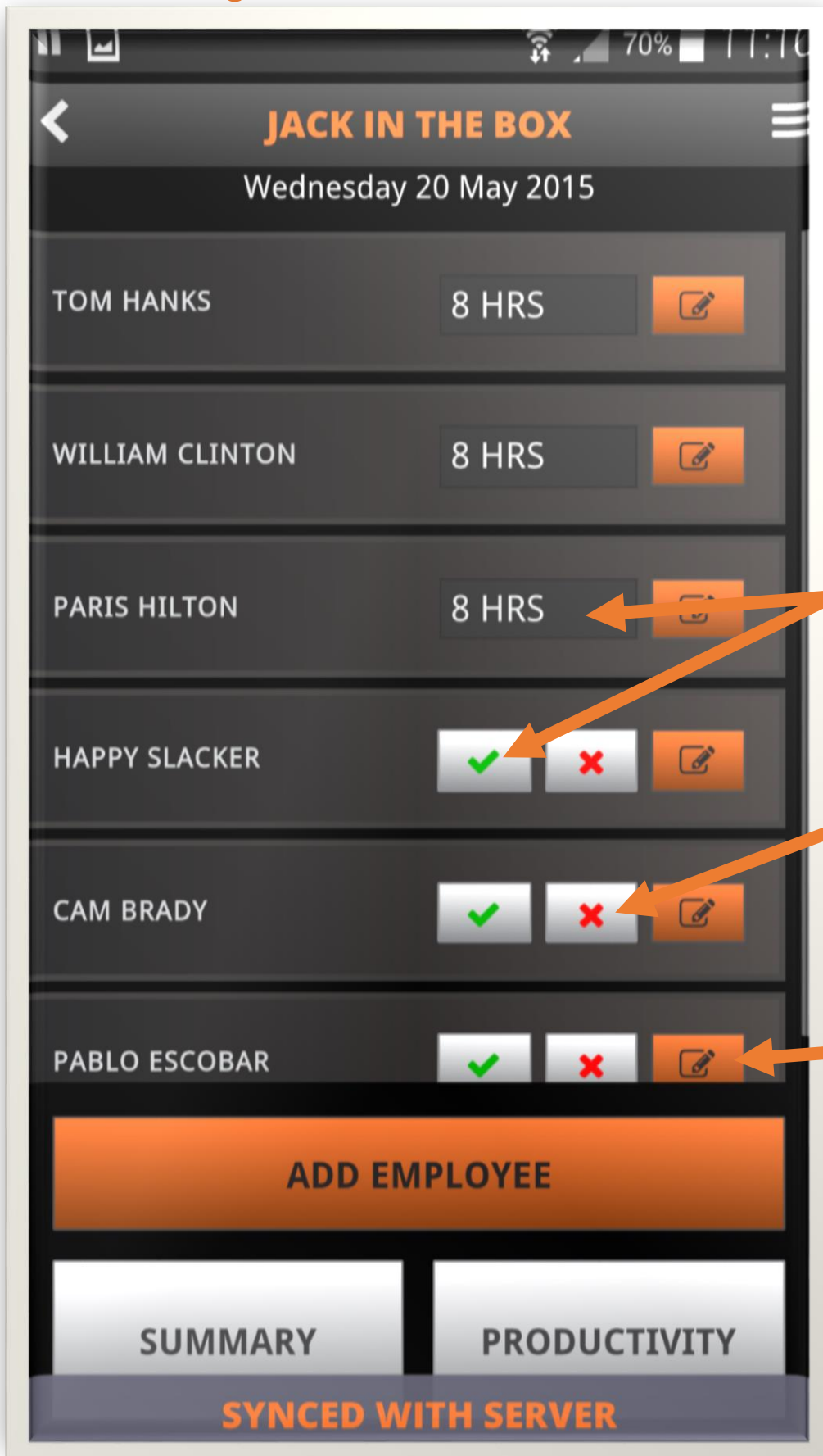
Timesheets

Note: Press this button to go back a



The timesheets list will automatically have the same guys who worked the day before.

Editing an Individuals Timesheet



Press on the tick if that employee worked a standard day. It will change to 8 hrs.

Press on the X if that employee didn't work on this project at all that day.

If an employee worked overtime or non-standard hours, then tap the orange button, it will take you to the screen on the next page.

HAPPY SLACKER

START TIME 7:00 am

FINISH TIME

BREAKS HRS

STANDARD 0 HRS

1.5 0 HRS

DOUBLE 0 HRS

VARIATION 0 HRS

SITE DELAY 0 HRS

HEIGHT X

HEAVY BLOCK X

MEAL X

RAIN 0 HRS

TRAINING 0 HRS

RDO 0 HRS

SICK 0 HRS

PUBLIC HOL 0 HRS

ANN LEAVE 0 HRS

LEAVE W/O 0 HRS

NOTES:

Here you can see an employee's timesheet in more detail.

Set the start/finish/unpaid-break times for the employee by tapping on the grey areas.



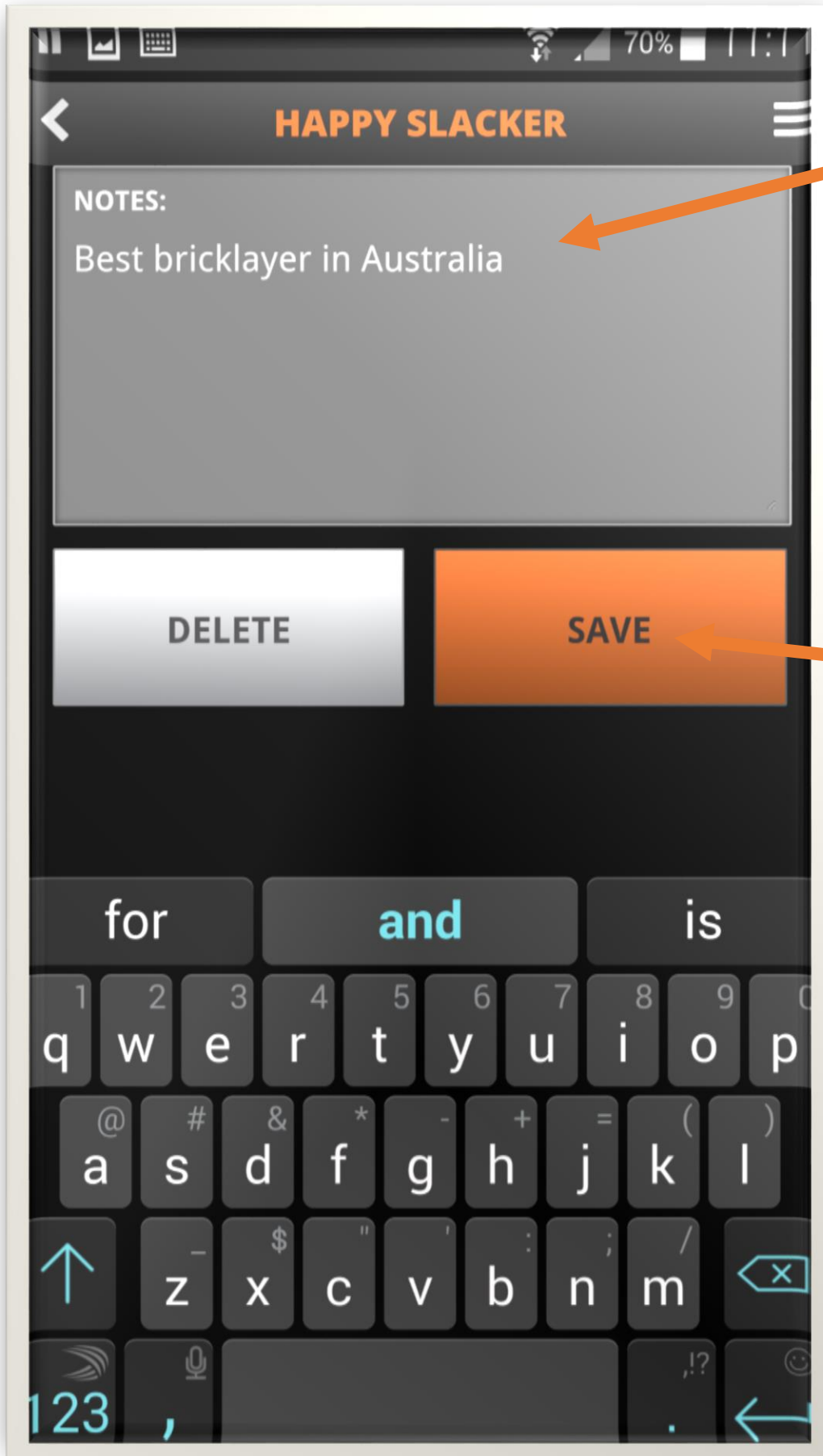
Set the start/finish times by moving the scroll wheel and tap Okay when complete.

Press here if you need to change the AM/PM.

Trade-Up will then calculate the total hours worked using these times.

If employees have other entitlements, they can be entered by tapping on the relevant box here. **Note:** these hours will not affect the productivity score.

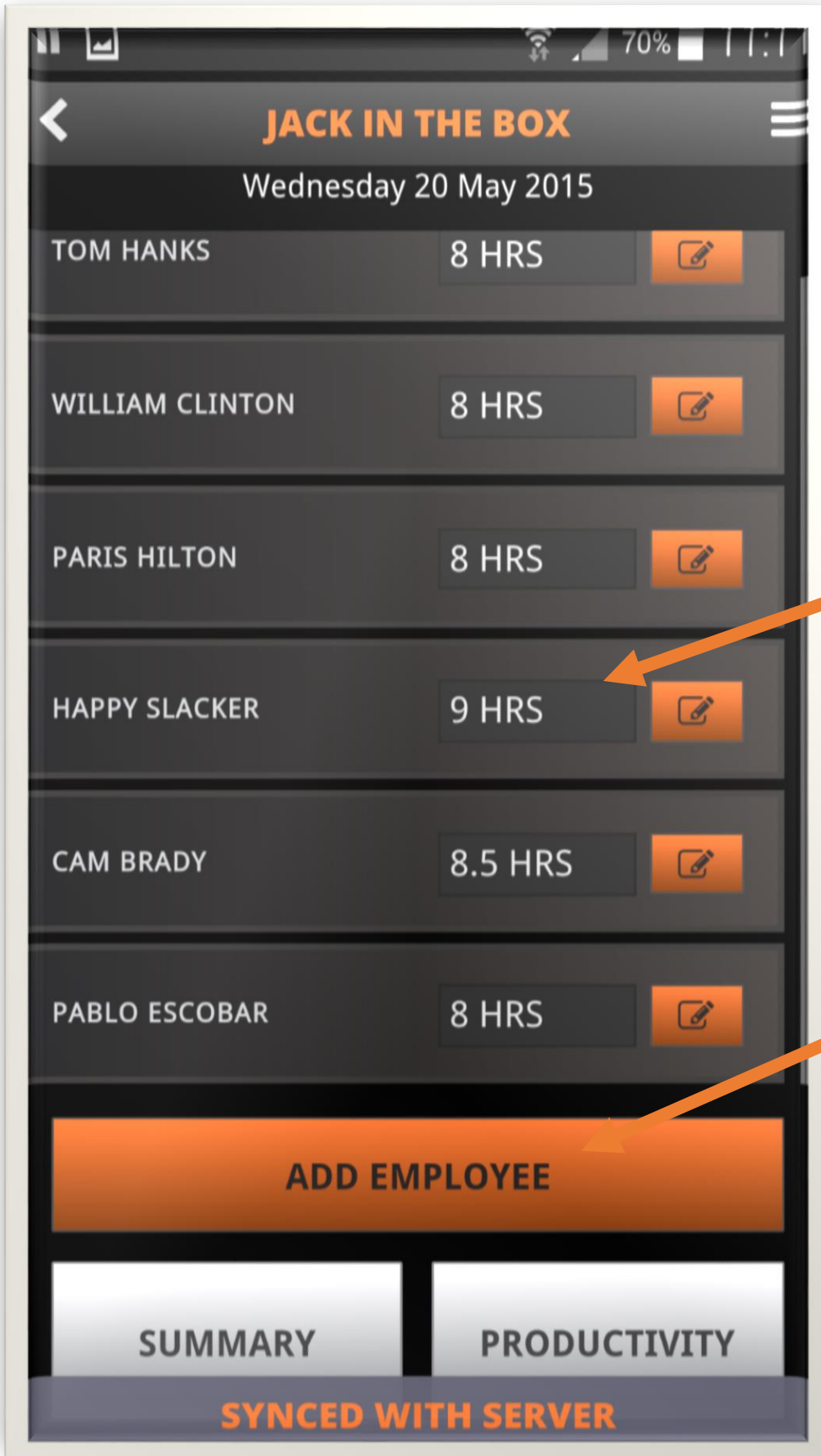
Slide your finger up on the screen to continue completing the timesheet as shown on the next page...



You can enter a note about the employee for that day. This info can then be used for payroll. Just tap in the notes field and type using the keyboard that pops up.

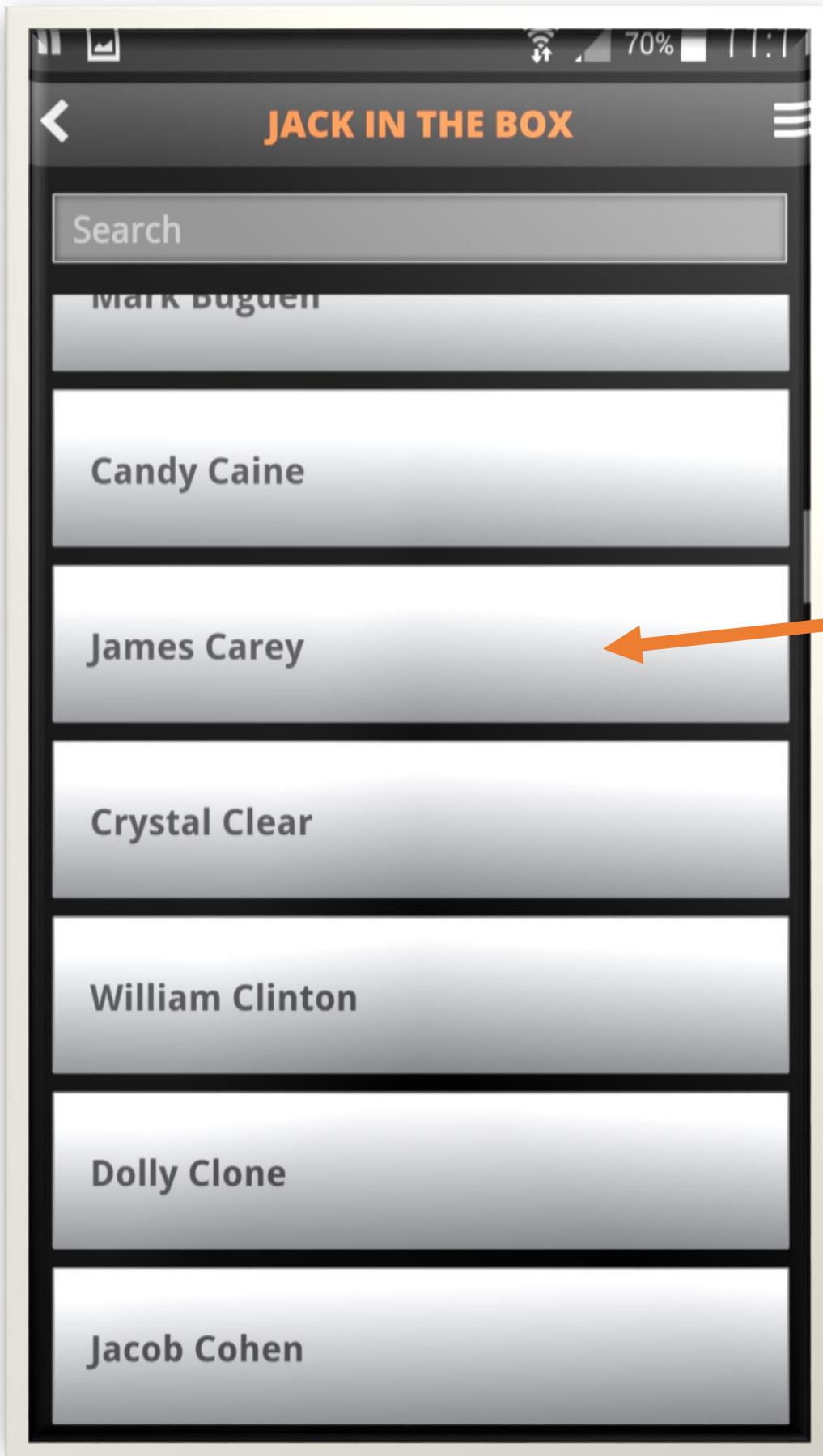
When you're satisfied with that employee's timesheet tap the save button.

Add New Employee to Project



When you return to the employee list the overtime will be shown next to that employee.

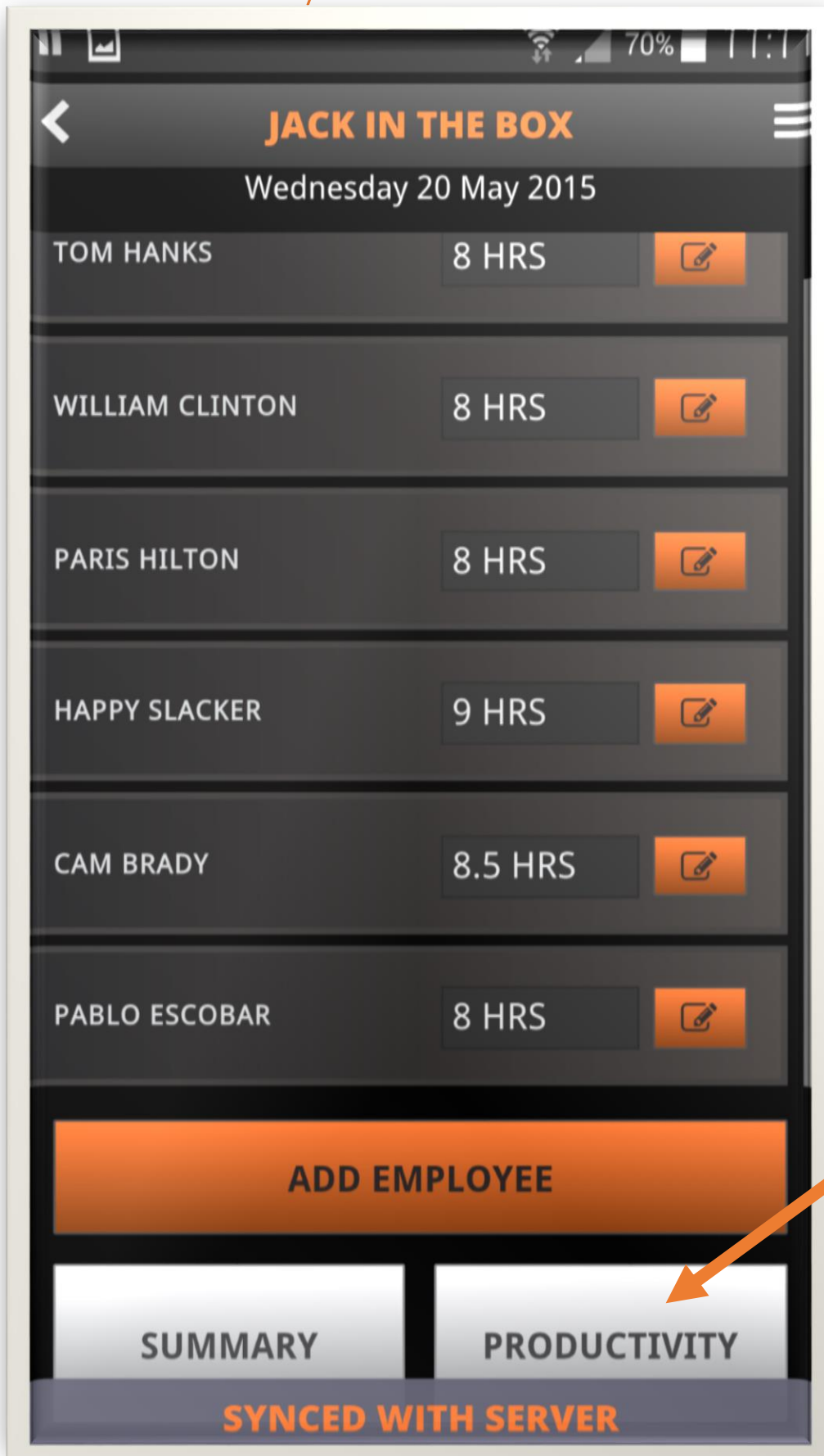
If an employee worked that day and isn't on the list, tap here. It will take you to the screen on the next page.



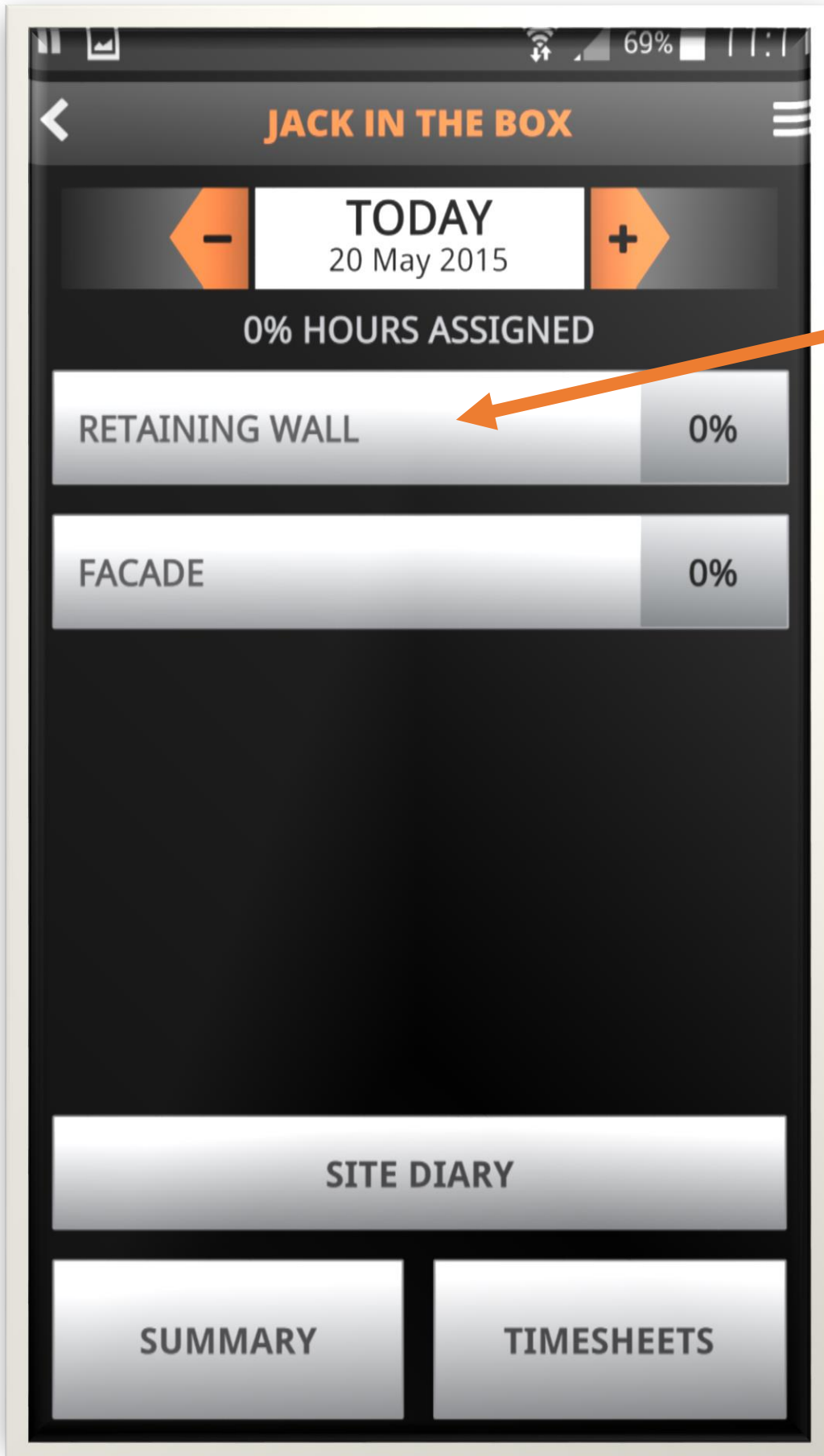
There will be a full list of employees on this page. This list is sorted alphabetically by last name. Slide your finger up or down to navigate until you find who you're looking for.

If an employee is missing from this list, speak to your boss/payroll person. They can quickly add them to the list.

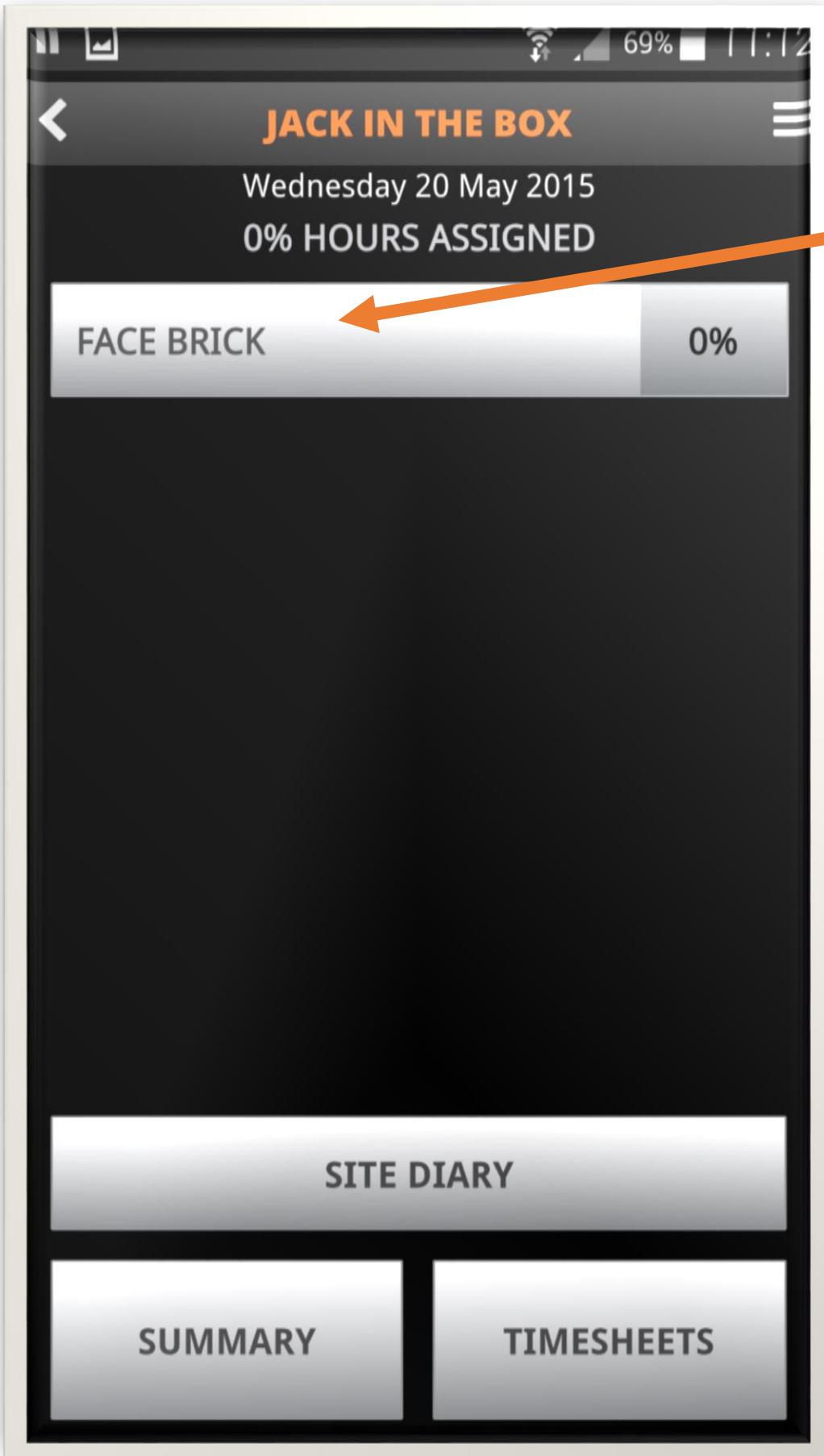
Productivity



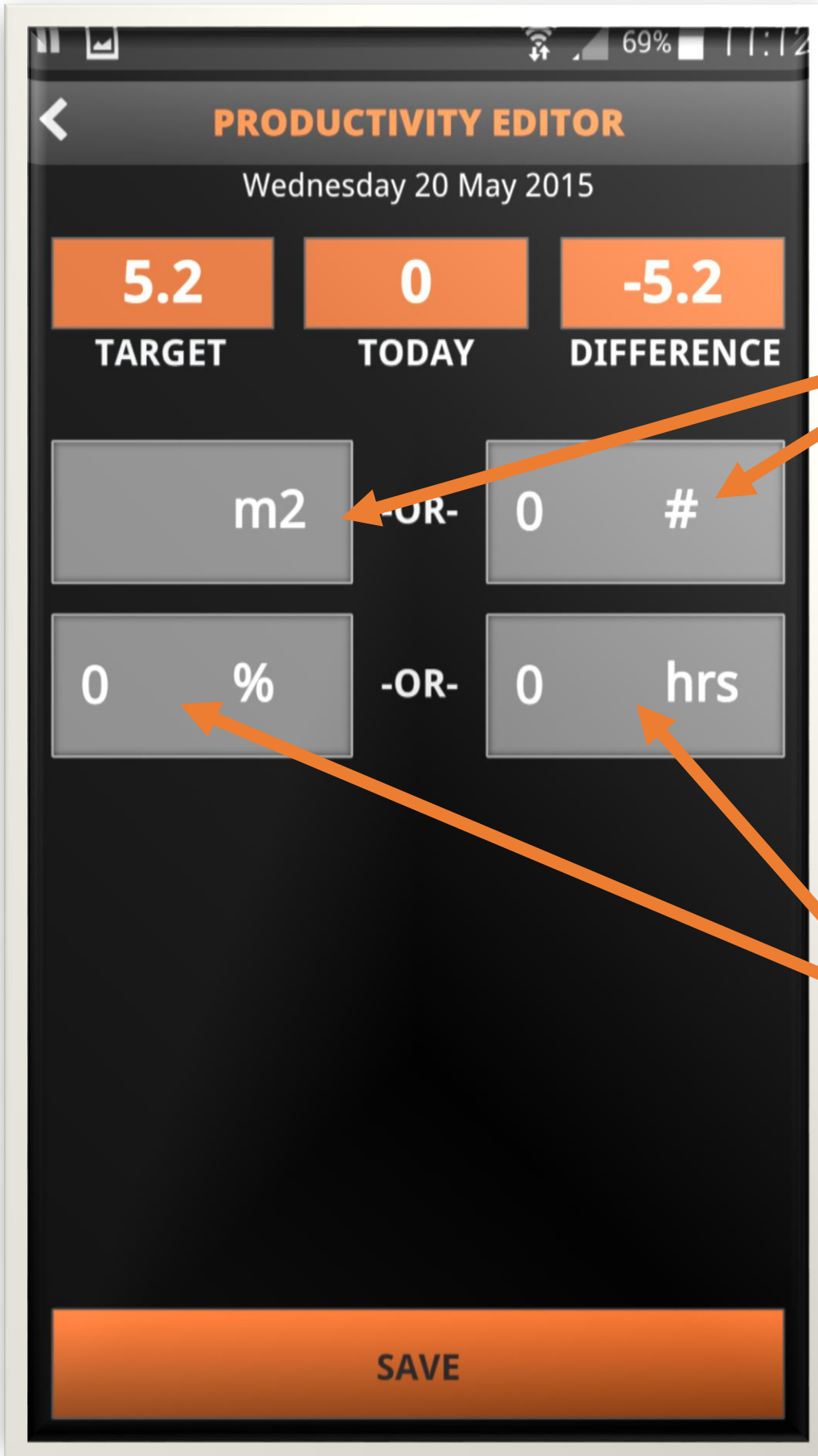
Once you're happy with the timesheets tap the "Productivity" button to continue.



Here you will see the different sections of the project. Tap on the section or area you were working on.



If there are different materials in a section, tap on one here. In this example there is only one material.



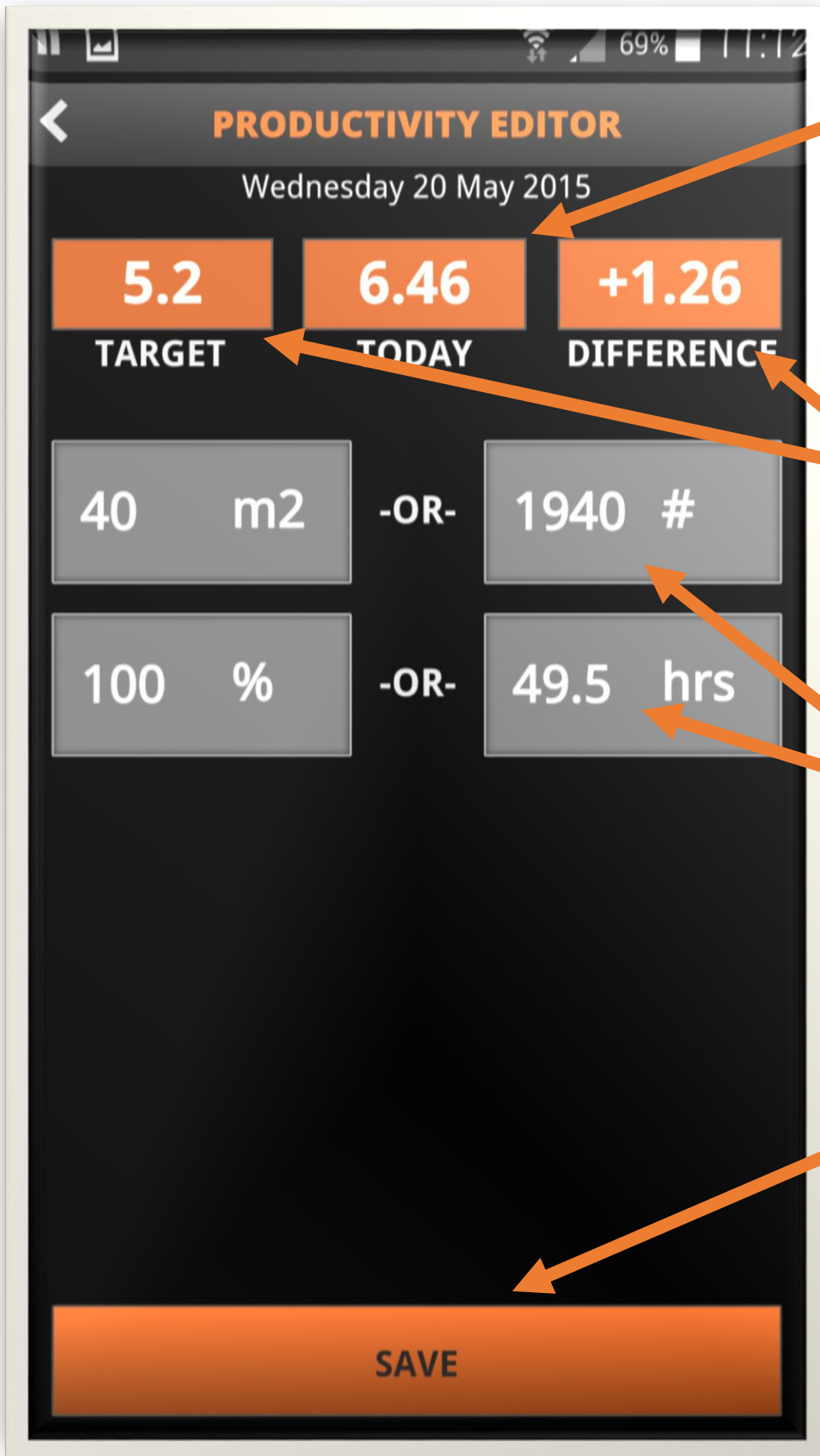
Enter the materials installed in each section.

You can enter how many **m2** or the number of **bricks/blocks** laid by tapping on the relevant area.

You then need to enter if all the guys were working in that area. You can show that as a percentage or the number of hours.

For example, if half the team (4 guys) worked in this area, you would enter 50% **OR** 32 hours (4 x 8 hours)

If everyone worked in the same area, then enter 100%.



Once you have entered the work done and assigned the hours Trade-Up will calculate that day's the score for the project.

It will also compare it against the project's target and show if it is above or below for that material.

Note: when you complete one side, the other side will automatically calculate for you.

Once you have completed the above and got the score, hit the save button.

Site Diary

← **SITE DIARY**

Wednesday 20 May 2015

Rain? ❌

Toolbox talk completed ✅

Site Notes:
Today was a good day, boys worked hard

Delays:
Level 2 formwork not stripped

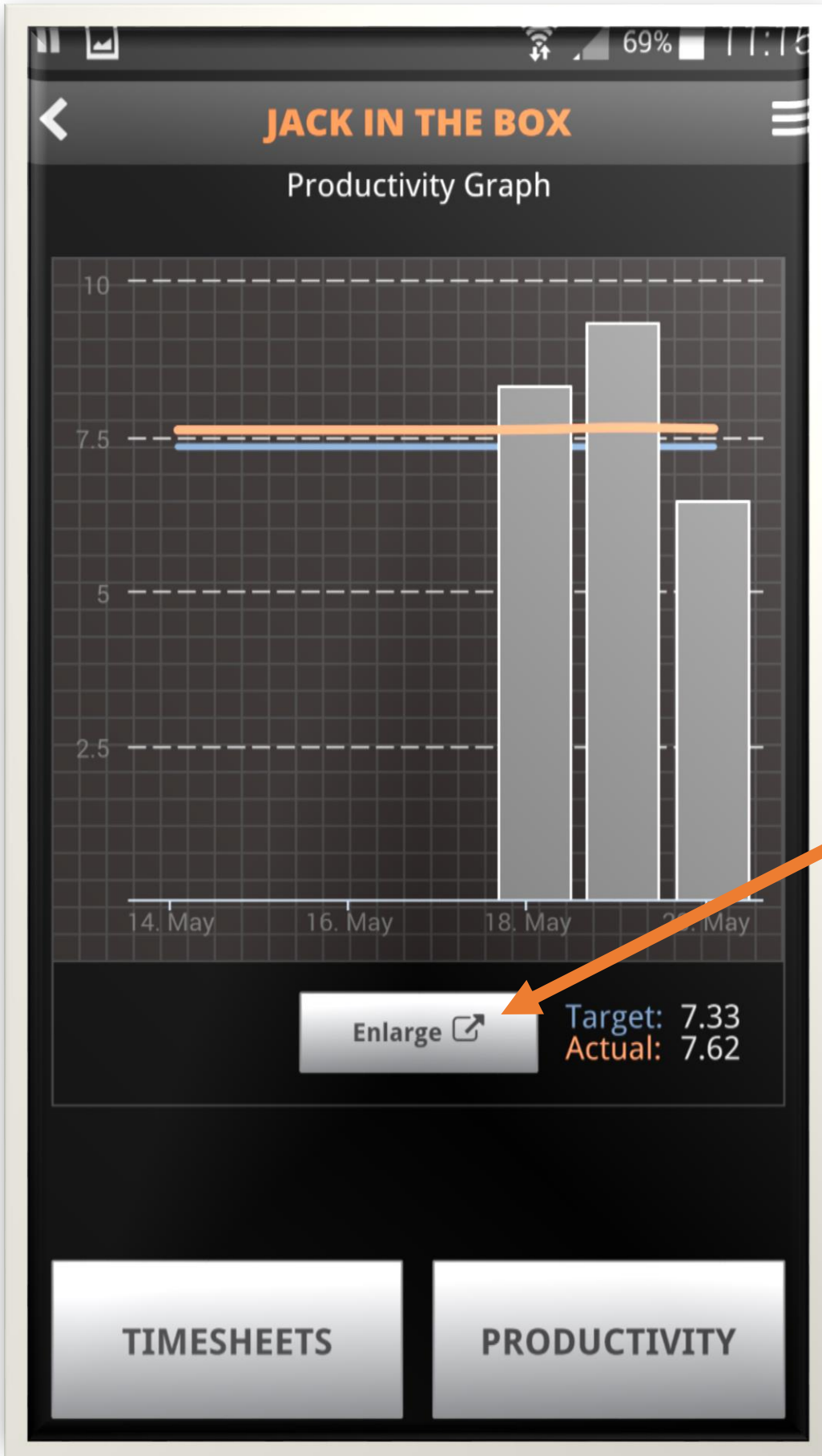
SAVE

A site diary will automatically pop up. Each company will have a different site diary layout.

Tap these boxes if they apply. For example, was a toolbox talk completed that day?

There may be multiple notes areas in the diary. Tap in each to type relevant information.

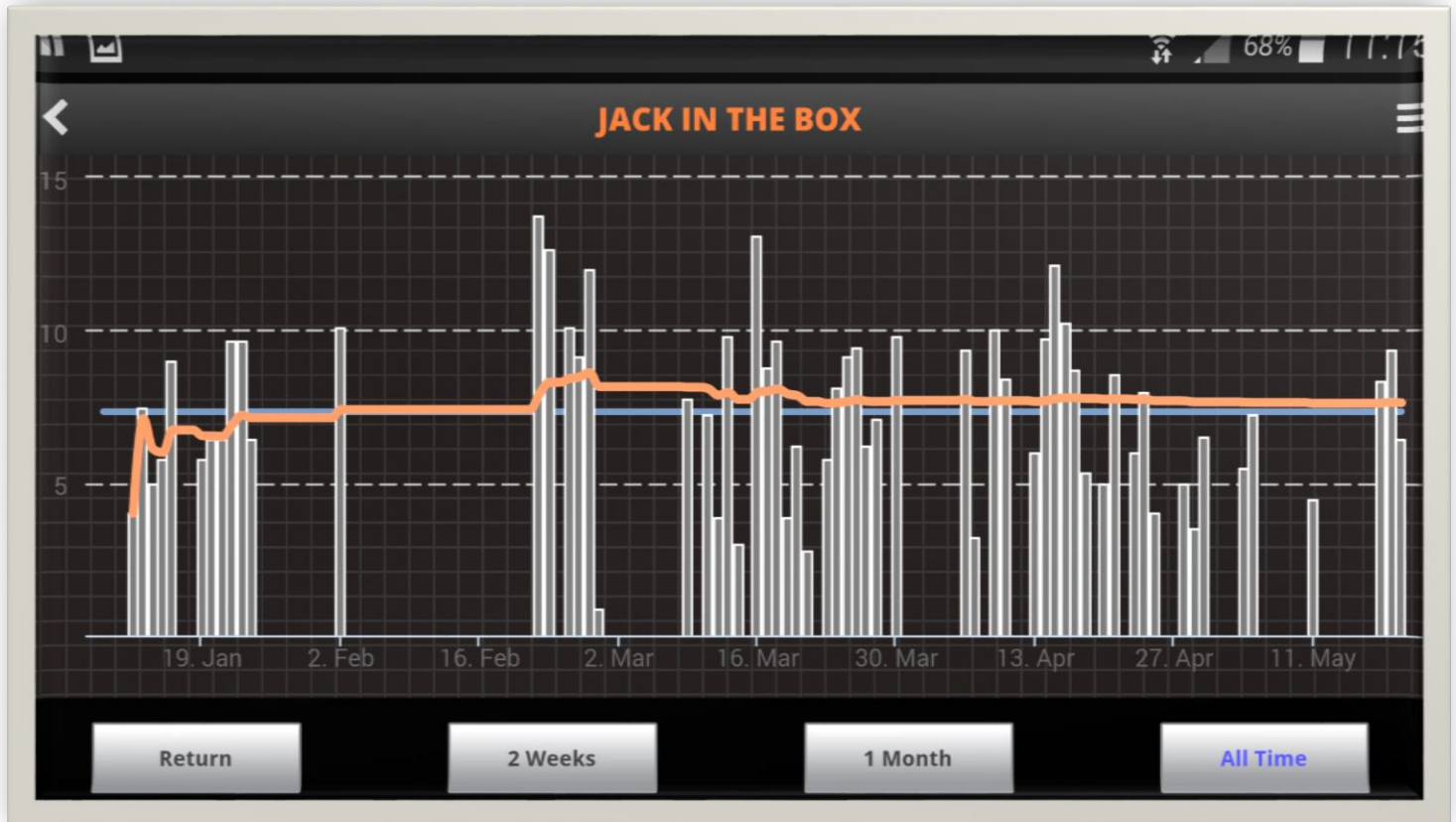
Tap "Save" when complete. **NOTE:** unless some notes are entered in at least one section, it will not save! Make sure you complete this!



Your work is then done. You can return to the project summary to review the graph for the day.

You can review the graph in more detail and see a longer period by tapping here.

Here you can see a longer duration and get a better view of the project. Change the period you are looking at by tapping the buttons below.



[CLICK HERE FOR MORE TRADE-UP FEATURE USER GUIDES](#)

IF YOU ARE HAVING TROUBLE, DON'T HESITATE TO CALL

(+61) 0413 476 076

**ALSO, IF YOU THINK OF A GREAT IDEA TO IMPROVE OUR SYSTEM
GIVE US A CALL!**

Having trouble? Call the **TRADE-UP** helpline: +61 413 476 076