MIS

Maritime Information System

Work Instructions:

Timekeeping Module of MIS

USMX

VERSIANT

COMPLEX IT MADE SIMPLE

I.L.A.

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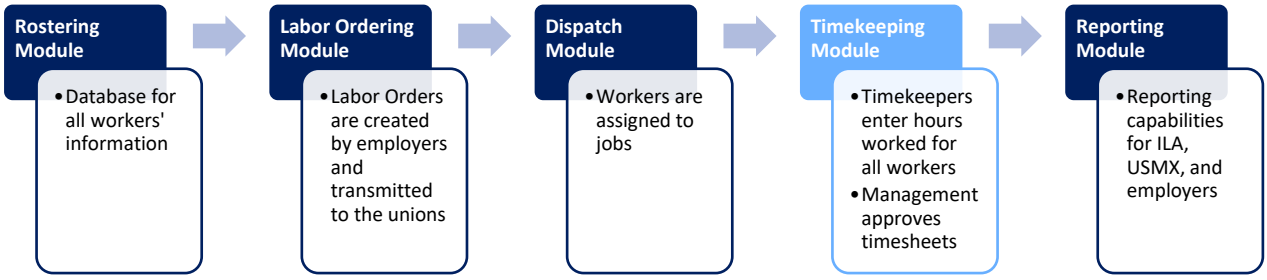
Purpose

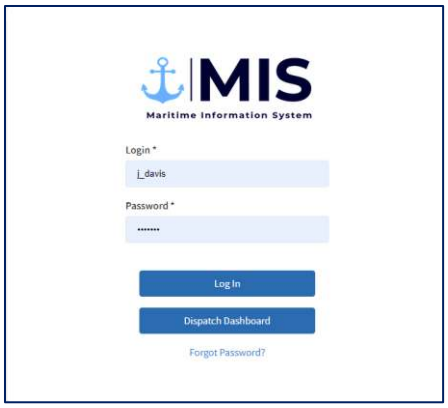
Maritime Information System (MIS) is comprised of five modules: Rostering, Labor Ordering, Dispatching, Timekeeping, and Reporting. The Timekeeping Module of the Maritime Information System (MIS) is designed to streamline the timekeeping and timesheet approval processes. When dispatchers assign workers to a job, the workers will populate on a timesheet for the Timekeepers. Timekeepers will fill in time worked and hours and submit the timesheets to management for approval within the Timekeeping module.

This Work Instruction illustrates the creation and submission of timesheets in the Timekeeping Module of MIS.



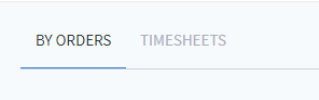
Getting Started

Log on to the MIS system by navigating to the following website: https://maritimeinformationsystem.com/users/login. Enter Login and Password and click Log In.



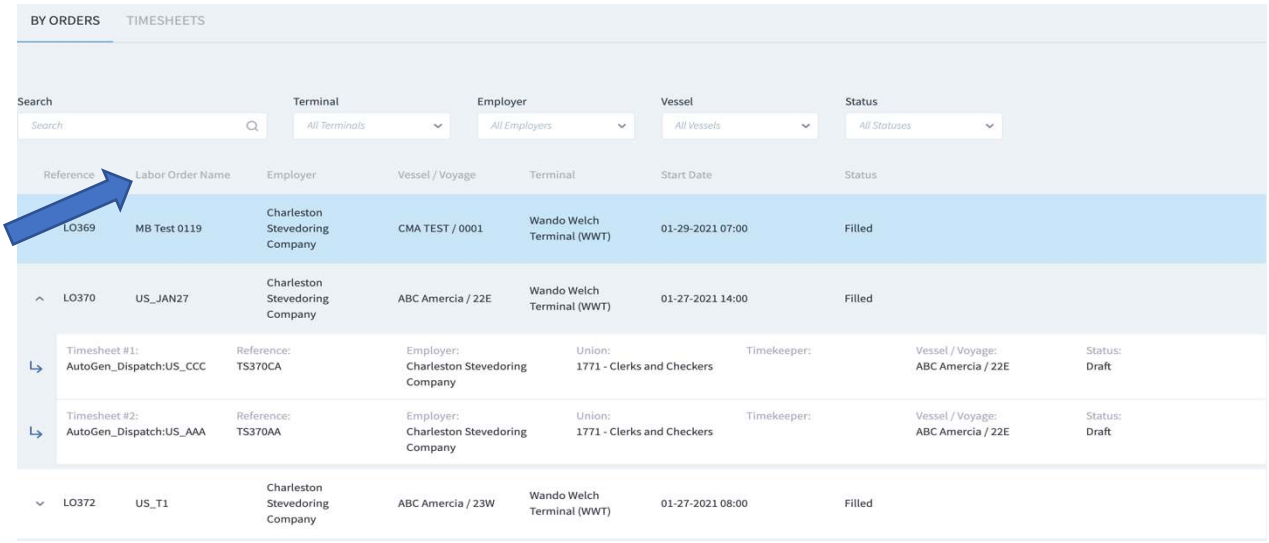
Navigating Timesheets

After logging in, MIS will display a list of labor orders and/or timesheets, depending on the view chosen. Timekeepers can choose to view by labor order or by timesheet.

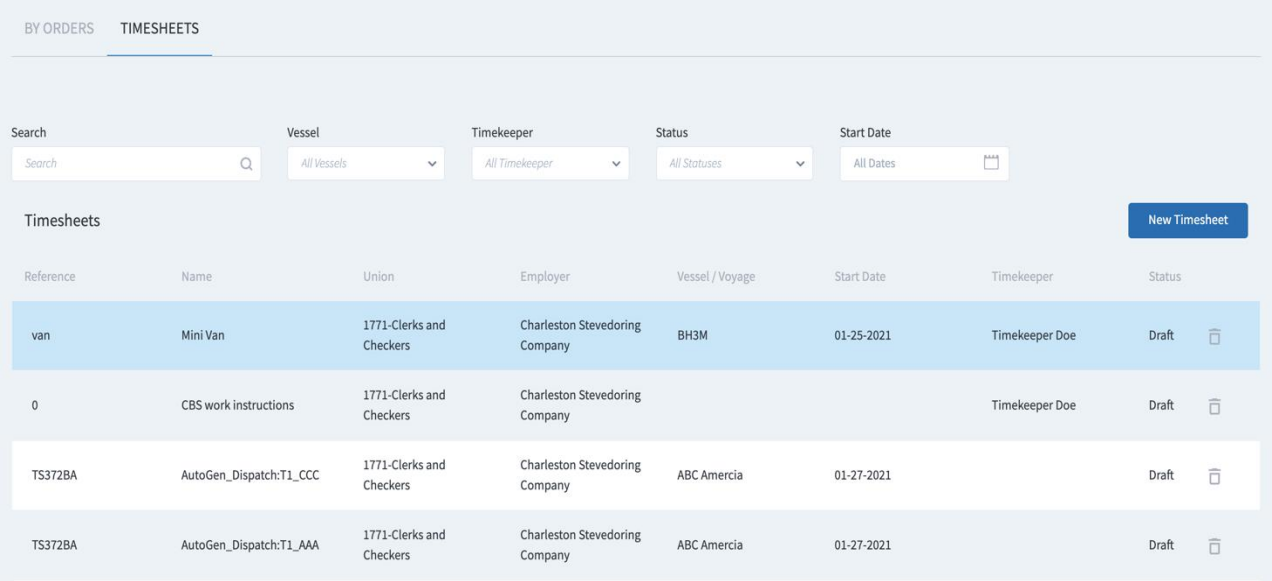


When a labor order is placed and workers are dispatched for the jobs, a timesheet is generated for each of the job details. “By Orders” view will group all timesheets together under the labor order.

For example, all gangs ordered for a vessel will show under that vessel’s labor order. All timesheets for a labor order can be viewed by clicking on the drop-down arrow to the left of the labor order name.

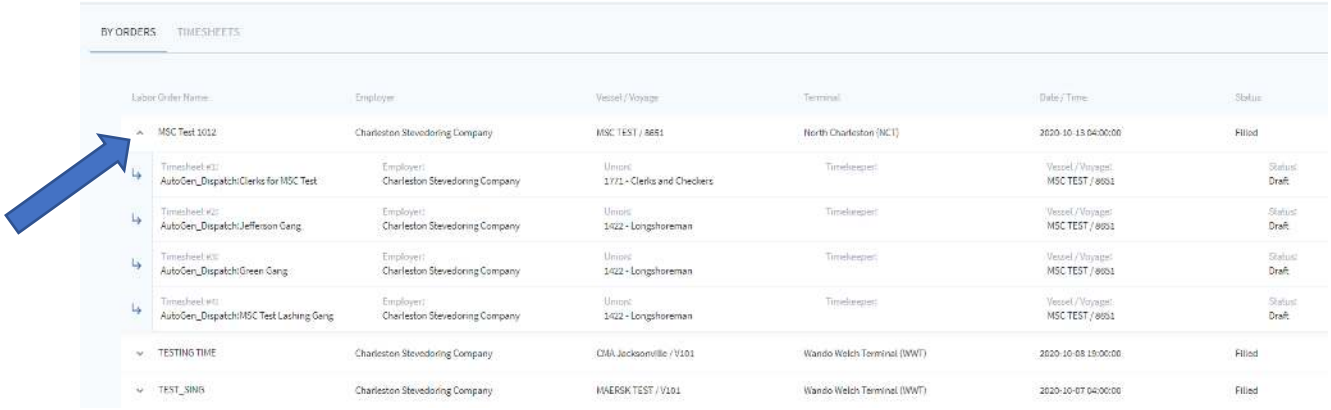


"Timesheets" view will list all timesheets one by one – not grouped by labor order.

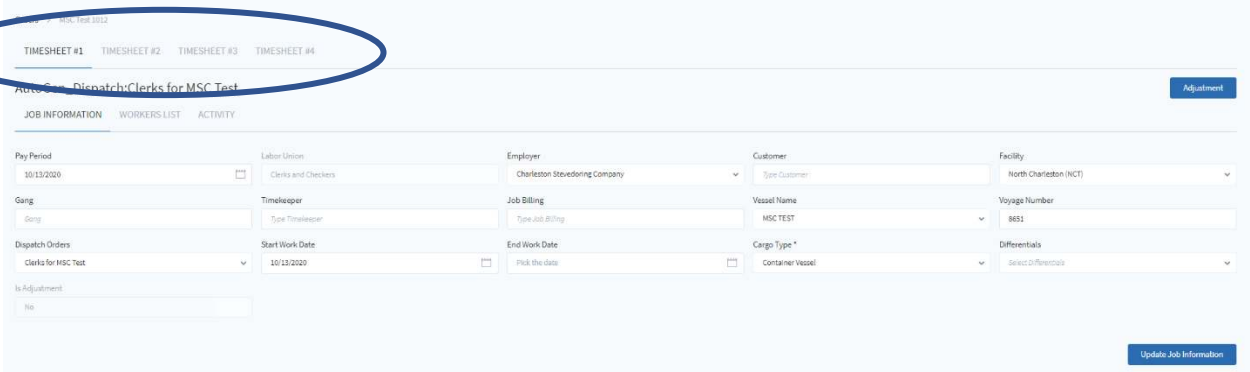


"AutoGen" before the name of a timesheet means that it was auto-generated from a labor and dispatch order.

To open timesheets, click on the name of the labor order (or the specific timesheet name from "Timesheets" view).



MIS will display the associated timesheets in tabs.



Each timesheet within the labor order will contain:

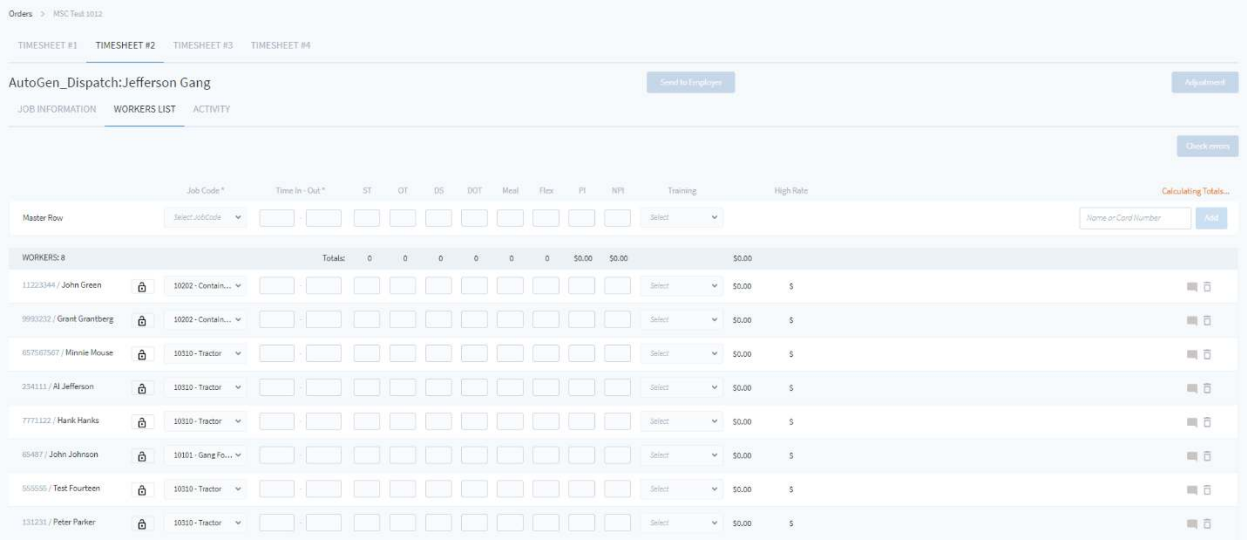
Glossary of Terms	
Field	**Description**
Job Information	Basic information about the job – employer, port, vessel name, start date/time, etc.
Worker List	This is the timesheet where workers will be entered, removed, and updated.
Activity	Record of changes made to the timesheet with a timestamp and user ID of who made the edit.

Updating Time on a Timesheet

Click on the labor order name to open timesheet(s). To see the list of worker names on the timesheet, click on Worker List.

MIS shows a list of workers with their job codes and blank time. Workers are organized by job code and then by seniority on the timesheet.

Timekeepers can enter the start time, end time, hours worked, and other payments due to the worker. Time can be entered for each worker individually or the master row update can be used.

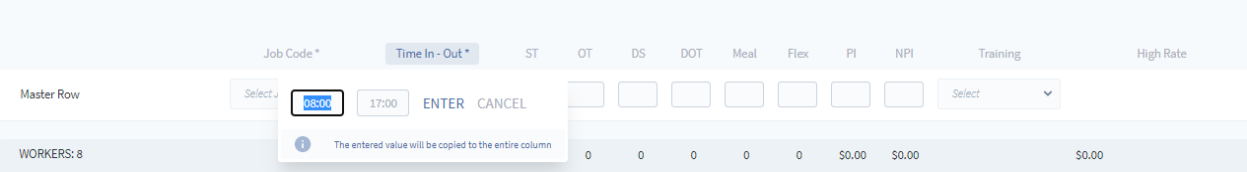


Worker List Glossary	
Field	**Description**
Master Row	Where updates can be entered that will fill in the timesheet column below. Also, where new workers are added to the timesheet.
Job Code	Occupation code that pertains to the job being worked. This is used to calculate pay rate.
Time In-Out	The time the shift began and when it ended, using 24 hour clock.
ST	Straight time hours worked
OT	Overtime hours worked
DS	Double straight time hours worked
DOT	Double overtime hours worked
Meal	Mealtime hours worked
Flex	Flex time hours worked
PI	Payroll Item – a dollar amount would be entered into this field to reimburse a worker for expenses that are subject to being taxed.
NPI	Non-payroll Item - – a dollar amount would be entered into this field to reimburse a worker for expenses that are not taxable
Training	Drop-down menu to designate a worker as a trainer or a trainee.
High Rate	Lists the highest rate of pay possible for the occupation code.

Master Row Updates

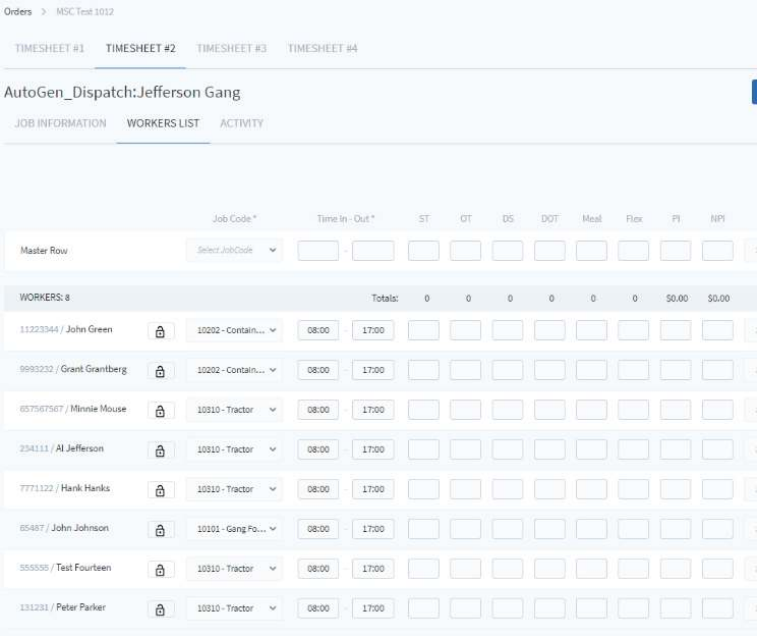
To update the time for all workers on the timesheet, click on one of the column headings – Time In-Out, ST, OT, DS, DOT, Meal, Flex, PI, NPI.

A pop-up will appear where the information will be entered.



Update the information and click ENTER.

MIS will fill in the information for all workers on the timesheet.

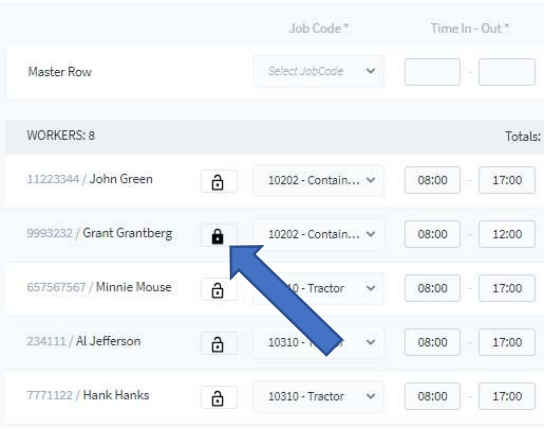


As each line is added, the timesheet will automatically save. To return to the menu, click on Timesheets in the top left corner.

Locking a Worker from Master Row Updates

If a worker checks out or has a different start or end time for the remainder of the shift, they can be locked from updates.

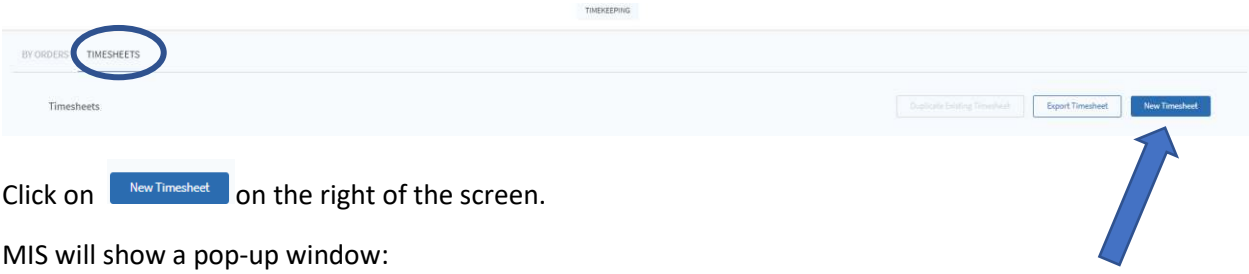
Each worker has a lock icon next to their name. Clicking on the lock icon causes the lock to turn a darker color. (Example: Grant Grantberg below.)



This locks the worker from being updated when updates are made to the Master Row.

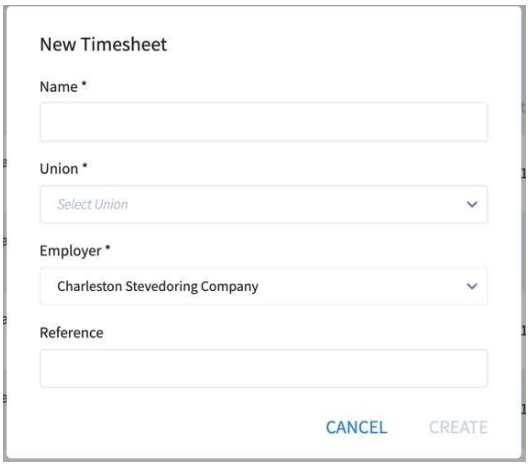
Creating a Timesheet from Scratch

To create a timesheet from scratch, click on “Timesheets” view from the main menu screen.



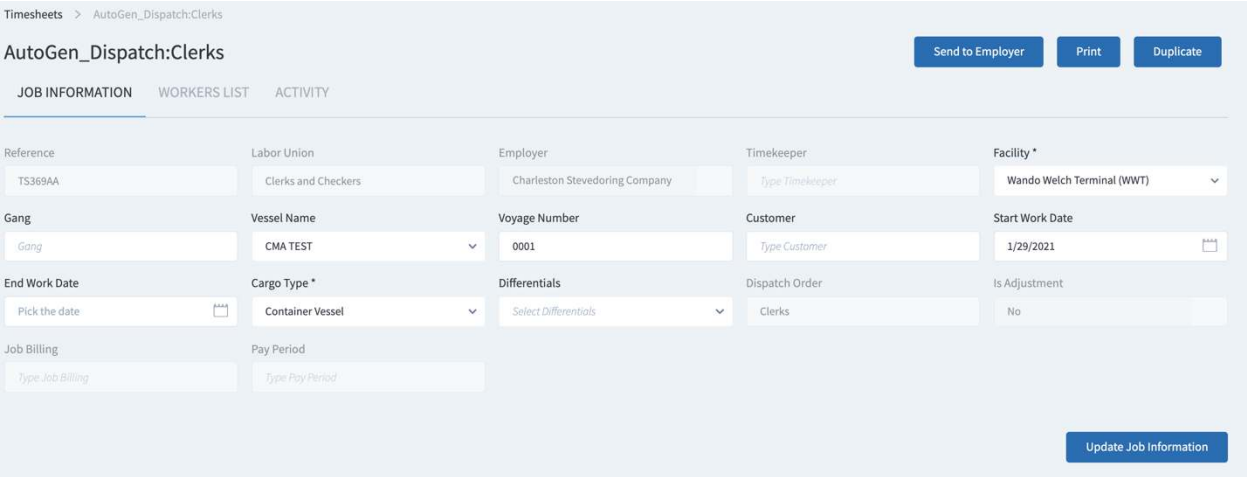
Click on on the right of the screen.

MIS will show a pop-up window:



Name the timesheet, select the union from the drop-down, type in a Reference (this can be alpha or numeric or combination of both), and click CREATE.

MIS will add a new timesheet to the list of timesheets. Click on the name to open it. A blank timesheet will then open.



Fill in the information as follows:

Glossary of Job Information	
Field	**Description**
Pay Period	Current date
Labor Union	Union the workers on the timesheet are associated with.
Employer	Company employing the union workers.
Customer	Option notes field for billing
Facility	Physical location of where the work is taking place
Gang	Notes regarding gang information.
Timekeeper	Timekeeper's name
Job Billing	Option notes field for billing
Vessel Name	Name of the vessel being worked, if applicable
Voyage Number	Voyage number for the vessel being worked
Dispatch Orders	The dispatch orders used to create auto-generated timesheets, if applicable
Start Work Date	Date work begins
End Work Date	Date work ends
Cargo Type	Type of cargo being moved – this will be used to determine pay rates.
Differentials	Special pay rates due to hazardous/dangerous cargo

When the Job information is filled in, click

at the right of the screen.

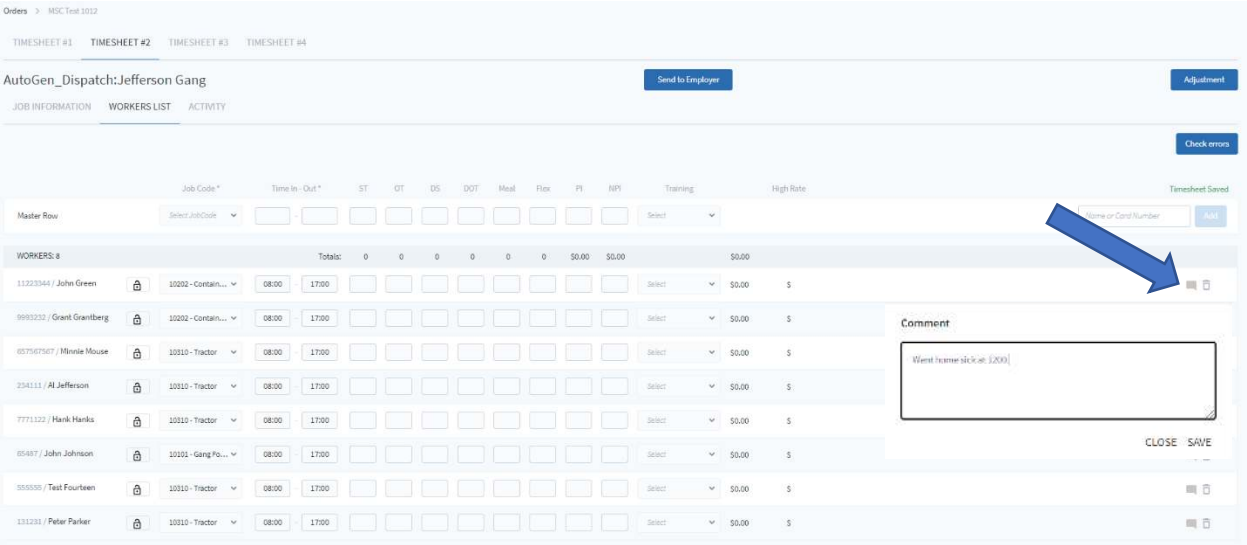
To add workers to a blank timesheet, click on the Workers List.

Using the Master Row, choose the worker's job code, enter the time and hours, and the worker's name or union card number. Click Add to add the worker to the timesheet.

As each line is added, the timesheet will automatically save. To return to the menu, click on Timesheets in the top left corner.

Adding Comments

MIS has the ability to add comments for specific workers. Click on the icon at the end of the worker's row, type comments into the box and click save.



The icon will turn blue if comments exist. To view the comments, click on the icon again.

Adding Replacements

Replacement workers will be added manually to timesheets. To add replacement workers to a timesheet, click on the Workers List for that timesheet.

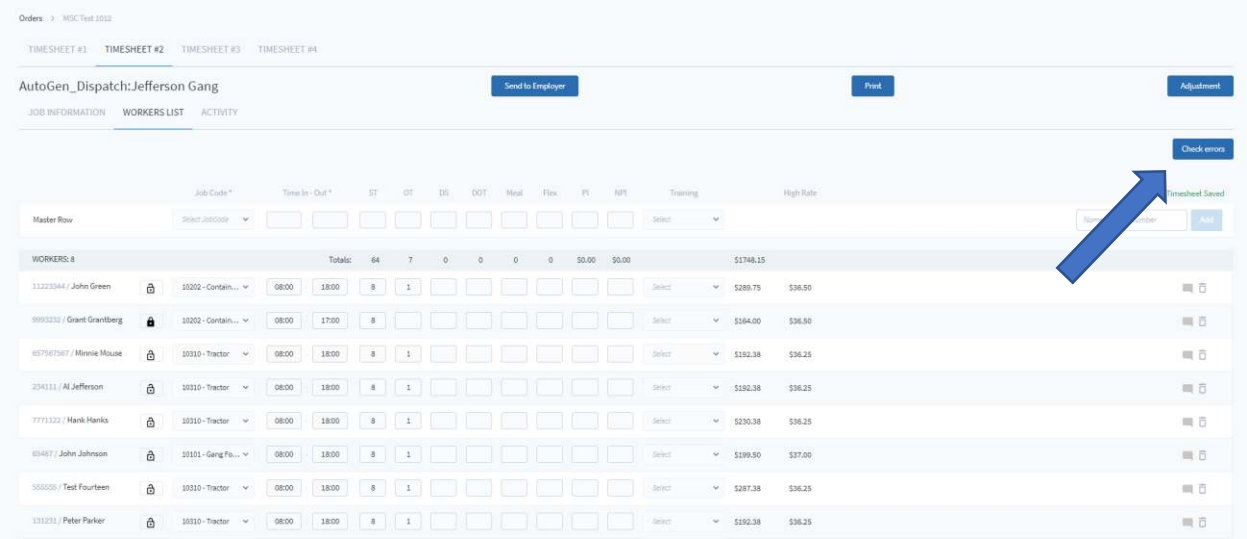
Using the Master Row, choose the worker's job code, enter the time and hours, and the worker's name or union card number. Click Add to add the worker to the timesheet.

As each line is added, the timesheet will automatically save. To return to the menu, click on Timesheets in the top left corner.

Checking Errors on Timesheets

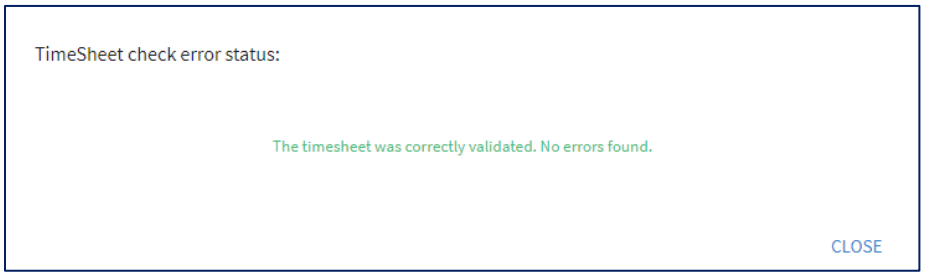
MIS timesheets have an error-checking function built in to check for duplications.

Click on Check errors on the right of the screen.



MIS will display a pop-up showing any duplications or confirming there are no duplications.

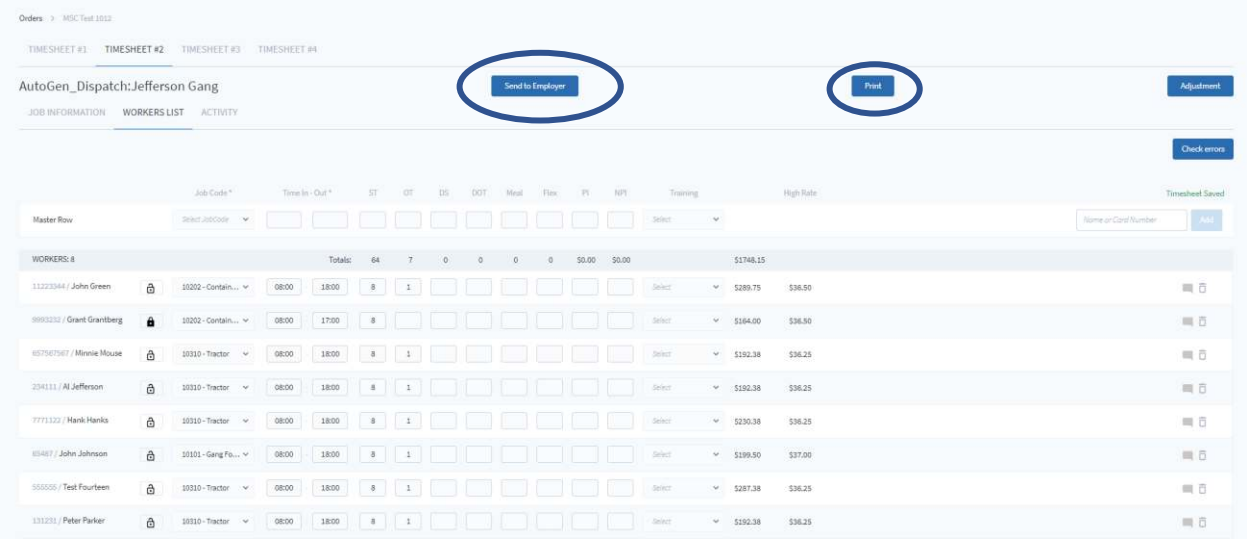
Examples:



Submitting Timesheets

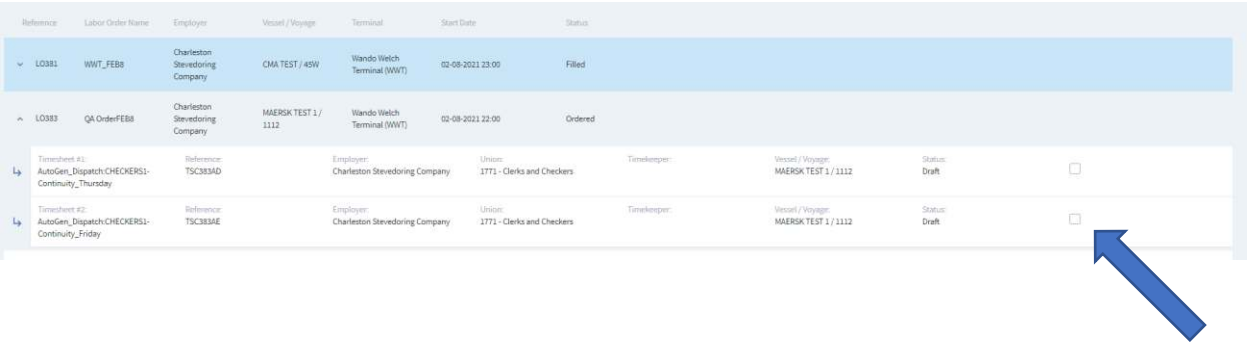
Timekeepers have the option to print timesheets before sending to employer, using the Print function at the top right of the timesheet.

Once the timesheet is completed, click Send to Employer at the top of the screen. No edits can be made once the timesheet has been sent to the employer.



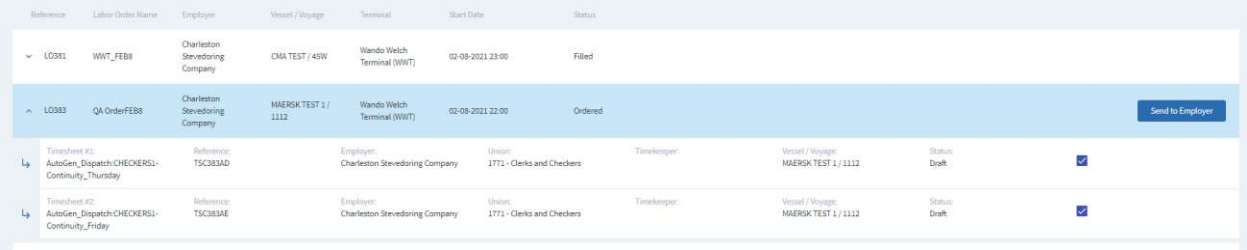
Timesheets can also be submitted as a batch from the Labor Order menu screen.

Click on the Labor Order name to see the Job Detail names.



When the empty check boxes at the end of the row are clicked, they will turn blue and the option to Send to Employer will appear.

Click Send to Employer.



The status will change to PendingApproval.