



Work Instructions:  
Timekeeping Module of MIS



User:	Date:	Revision Notes:
BH3M / MKB	10/5/2020	Document Creation

## Contents

Purpose ..... 3

Getting Started..... 3

Navigating Timesheets ..... 4

Updating Time on a Timesheet ..... 7

Creating a Timesheet from Scratch..... 10

Adding Comments..... 12

Adding Replacements ..... 12

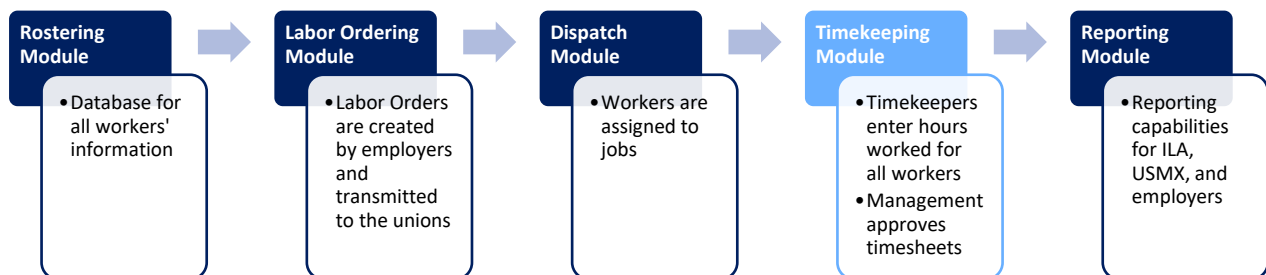
Checking Errors on Timesheets..... 13

Submitting Timesheets ..... 14

## 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:

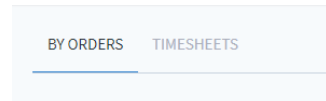
<https://maritimeinformationsystem.com/users/login>. Enter Login and Password and click Log In.

The screenshot shows the login interface for the Maritime Information System (MIS). It includes the following elements:

- Logo:** An anchor icon followed by the text "MIS Maritime Information System".
- Login Field:** Labeled "Login \*", containing the text "j\_davis".
- Password Field:** Labeled "Password \*", containing masked characters "\*\*\*\*\*".
- Buttons:** "Log In", "Dispatch Dashboard", and a link for "Forgot Password?".

## 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.

A screenshot of the 'BY ORDERS' view in the MIS system. The interface includes a search bar and several filter dropdowns for Terminal, Employer, Vessel, and Status. Below these is a table of labor orders. A blue arrow points to the drop-down arrow next to the labor order name 'MB Test 0119'. Below this labor order, two timesheets are listed, each with a drop-down arrow to its left.

Reference	Labor Order Name	Employer	Vessel / Voyage	Terminal	Start Date	Status
LO369	MB Test 0119	Charleston Stevedoring Company	CMA TEST / 0001	Wando Welch Terminal (WWT)	01-29-2021 07:00	Filled
LO370	US_JAN27	Charleston Stevedoring Company	ABC Amercia / 22E	Wando Welch Terminal (WWT)	01-27-2021 14:00	Filled
	Timesheet #1: AutoGen_Dispatch:US_CCC	Reference: TS370CA	Employer: Charleston Stevedoring Company	Union: 1771 - Clerks and Checkers	Timekeeper:	Vessel / Voyage: ABC Amercia / 22E Status: Draft
	Timesheet #2: AutoGen_Dispatch:US_AAA	Reference: TS370AA	Employer: Charleston Stevedoring Company	Union: 1771 - Clerks and Checkers	Timekeeper:	Vessel / Voyage: ABC Amercia / 22E Status: Draft
LO372	US_T1	Charleston Stevedoring Company	ABC Amercia / 23W	Wando Welch Terminal (WWT)	01-27-2021 08:00	Filled

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

BY ORDERS **TIMESHEETS**

Search  Vessel  Timekeeper  Status  Start Date

Timesheets New Timesheet

Reference	Name	Union	Employer	Vessel / Voyage	Start Date	Timekeeper	Status
van	Mini Van	1771-Clerks and Checkers	Charleston Stevedoring Company	BH3M	01-25-2021	Timekeeper Doe	Draft
0	CBS work instructions	1771-Clerks and Checkers	Charleston Stevedoring Company			Timekeeper Doe	Draft
TS372BA	AutoGen_Dispatch:T1_CCC	1771-Clerks and Checkers	Charleston Stevedoring Company	ABC Amercia	01-27-2021		Draft
TS372BA	AutoGen_Dispatch:T1_AAA	1771-Clerks and Checkers	Charleston Stevedoring Company	ABC Amercia	01-27-2021		Draft

“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).

BY ORDERS **TIMESHEETS**

Labor Order Name	Employer	Vessel / Voyage	Terminal	Date / Time	Status
MSC Test 1012	Charleston Stevedoring Company	MSC TEST / 8651	North Charleston (NC1)	2020-10-13 04:00:00	Filled
↳ Timesheet #1: AutoGen_Dispatch:Clerks for MSC Test	Employer: Charleston Stevedoring Company	Union: 1771 - Clerks and Checkers	Timekeeper:	Vessel / Voyage: MSC TEST / 8651	Status: Draft
↳ Timesheet #2: AutoGen_Dispatch:Jefferson Gang	Employer: Charleston Stevedoring Company	Union: 1422 - Longshoreman	Timekeeper:	Vessel / Voyage: MSC TEST / 8651	Status: Draft
↳ Timesheet #3: AutoGen_Dispatch:Green Gang	Employer: Charleston Stevedoring Company	Union: 1422 - Longshoreman	Timekeeper:	Vessel / Voyage: MSC TEST / 8651	Status: Draft
↳ Timesheet #4: AutoGen_Dispatch:MSC Test Lashing Gang	Employer: Charleston Stevedoring Company	Union: 1422 - Longshoreman	Timekeeper:	Vessel / Voyage: MSC TEST / 8651	Status: Draft
TESTING TIME	Charleston Stevedoring Company	QMA Jacksonville / V101	Wando Welch Terminal (WWT)	2020-10-08 19:00:00	Filled
TEST_SINIS	Charleston Stevedoring Company	MAERSK TEST / V101	Wando Welch Terminal (WWT)	2020-10-07 04:00:00	Filled

MIS will display the associated timesheets in tabs.

10/11/2020

TIMESHEET #1   TIMESHEET #2   TIMESHEET #3   TIMESHEET #4

Address: Dispatch Clerks for MSC Test Adjustment

JOB INFORMATION   WORKERS LIST   ACTIVITY

Pay Period: 10/13/2020

Labor Union: Clerks and Checkers

Employer: Charleston Stevedoring Company

Customer: Type Customer

Facility: North Charleston (NCT)

Gang: Gang

Timekeeper: Type Timekeeper

Job Billing: Type Job Billing

Vessel Name: MSC TEST

Voyage Number: 8651

Dispatch Orders: Clerks for MSC Test

Start Work Date: 10/12/2020

End Work Date: Pick the date

Cargo Type: container/vessel

Differentialia: select Differentialia

Is Adjustment: No

Update Job Information

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.

Orders > MSC Trak 1002

TIMESHEET #1 **TIMESHEET #2** TIMESHEET #3 TIMESHEET #4

AutoGen\_Dispatch:Jefferson Gang Send to Employees Adjustment

JOB INFORMATION **WORKERS LIST** ACTIVITY Check errors

Job-Code*	Time In - Out*	ST	OT	DS	DOT	Meal	Flex	PI	N/P	Training	High-Rate	Calculating Totals...
Master Row	Select Job Code	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	Select		Name or Card Number <input type="text"/> <span>Add</span>
<b>WORKERS: 8</b>	<b>Total:</b>	0	0	0	0	0	0	0	\$0.00	\$0.00	\$0.00	
1223344 / John Green	10202 - Contain...	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	Select	\$0.00	\$
9983232 / Grant Grantberg	10202 - Contain...	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	Select	\$0.00	\$
857567567 / Minnie Mouse	10310 - Tractor	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	Select	\$0.00	\$
234111 / Al Jefferson	10310 - Tractor	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	Select	\$0.00	\$
7771222 / Hank Hanks	10310 - Tractor	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	Select	\$0.00	\$
88487 / John Johnson	10101 - Gang Fo...	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	Select	\$0.00	\$
955555 / Test Fourteen	10310 - Tractor	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	Select	\$0.00	\$
131231 / Peter Parker	10310 - Tractor	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	Select	\$0.00	\$

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.

Orders > MSC Test 1012

TIMESHEET #1 TIMESHEET #2 TIMESHEET #3 TIMESHEET #4

AutoGen\_Dispatch:Jefferson Gang

JOB INFORMATION WORKERS LIST ACTIVITY

Job Code\* Time In - Out\* ST OT DS DOT Meal Flex PI NPY

Master Row Select JobCode [ ] - [ ] [ ] [ ] [ ] [ ] [ ] [ ] [ ] [ ] [ ] [ ]

WORKERS: 8 Totals: 0 0 0 0 0 0 0 \$0.00 \$0.00

Worker	Job Code	Time In	Time Out	ST	OT	DS	DOT	Meal	Flex	PI	NPY
11223344 / John Green	10202 - Contain...	08:00	17:00								
9993232 / Grant Grantberg	10202 - Contain...	08:00	17:00								
657567567 / Minnie Mouse	10310 - Tractor	08:00	17:00								
234111 / Al Jefferson	10310 - Tractor	08:00	17:00								
7771122 / Hank Hanks	10310 - Tractor	08:00	17:00								
65487 / John Johnson	10101 - Gang Fo...	08:00	17:00								
555500 / Test Fourteen	10310 - Tractor	08:00	17:00								
131231 / Peter Parker	10310 - Tractor	08:00	17:00								

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.)

Job Code\* Time In - Out\*

Master Row Select JobCode [ ] - [ ]

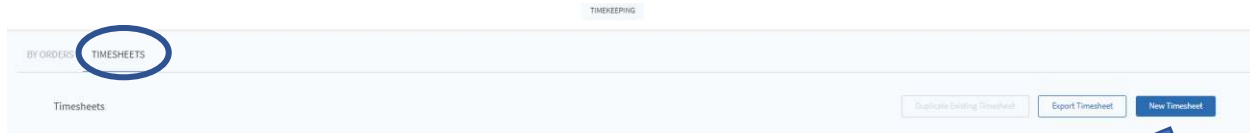
WORKERS: 8 Totals:


Worker	Job Code	Time In	Time Out
11223344 / John Green	10202 - Contain...	08:00	17:00
9993232 / Grant Grantberg	10202 - Contain...	08:00	12:00
657567567 / Minnie Mouse	10310 - Tractor	08:00	17:00
234111 / Al Jefferson	10310 - Tractor	08:00	17:00
7771122 / Hank Hanks	10310 - Tractor	08:00	17:00

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 [Update Job Information](#) 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.

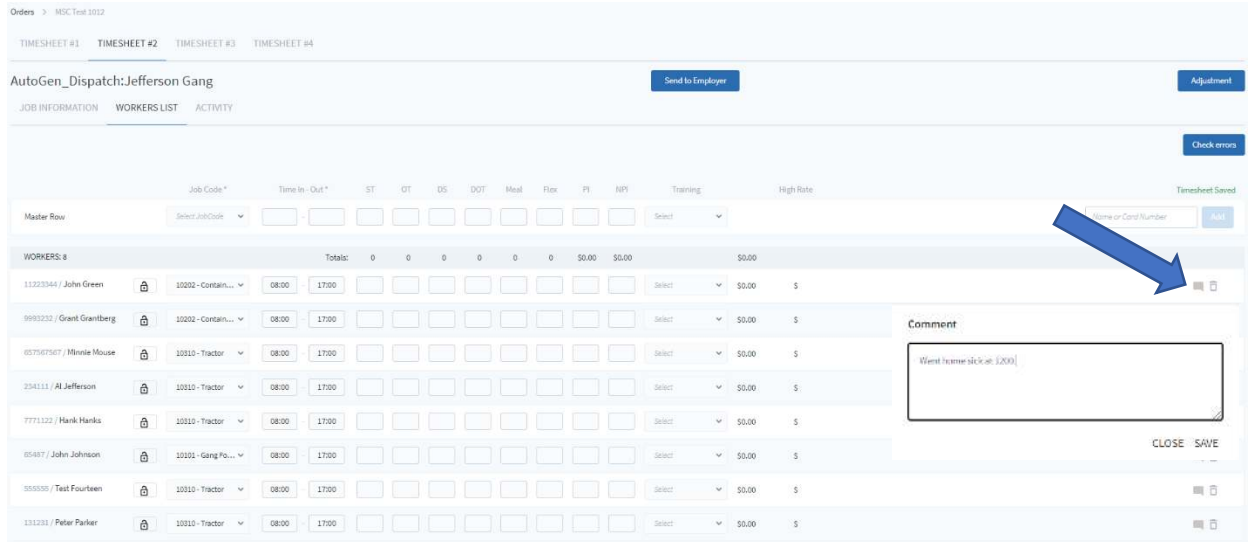
The screenshot shows a 'Master Row' form with the following elements:

- Labels: Job Code\*, Time In-Out\*, OT, OT, DS, DOT, Meal, Flex, PH, HPH, Training, High Rate
- Input fields: A series of empty boxes for numerical values.
- Dropdowns: 'Select Job Code' and 'Select'.
- Text input: 'Union Card Number'.
- Buttons: 'Add'.

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 screenshot shows the 'WORKERS LIST' tab in the MIS system. A table lists workers with columns for Job Code, Time In/Out, and various codes (ST, OT, DS, DOT, Meal, Flex, PI, NPI, Training). A blue arrow points to a comment icon at the end of the first worker's row. A comment box is open, showing the text 'Went home sick on 1/20/11' and buttons for 'CLOSE' and '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.



The screenshot shows the 'Master Row' form in the MIS system. It includes fields for Job Code, Time In/Out, and Name or Card Number, along with an 'Add' button.

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.

The screenshot shows the MIS Timesheet interface for 'AutoGen\_Dispatch:Jefferson Gang'. At the top right, there are buttons for 'Send to Employer', 'Print', and 'Adjustment'. Below these, there are tabs for 'JOB INFORMATION', 'WORKERS LIST', and 'ACTIVITY'. A 'Check errors' button is located on the right side of the interface, highlighted with a blue arrow. The main area displays a table of workers with columns for Job Code, Time In, Time Out, ST, OT, DS, DDT, Meal, Flex, PI, NPI, Training, and High Rate. A summary row shows 'Total: 64 7 0 0 0 0 0 0.00 0.00 \$1748.15'. Below this, a list of workers is shown with their respective job codes and timeframes.

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

Examples:

TimeSheet check error status:

The timesheet was correctly validated. No errors found.

CLOSE

TimeSheet check error status:

This worker has another row(s) with an overlapping timeframe.

WORKERS:	Job Code	Time In	-	Time Out
9993232 / Grant Grantberg	10202	08:00	-	17:00
9993232 / Grant Grantberg	10201	08:00	-	12:00

Comment

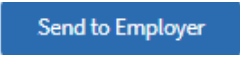
CANCEL CONFIRM

## Submitting Timesheets

Timekeepers have the option to print timesheets before sending to employer, using the 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.



Orders > MSC Test 1032

TIMESHEET #1 | **TIMESHEET #2** | TIMESHEET #3 | TIMESHEET #4

AutoGen\_Dispatch:Jefferson Gang

Send to Employer Print Adjustment Check errors

Job Code \* Time In - Out \* ST OT DS OOT Meal Flex PI NPI Training High Rate Timesheet Saved

Master Row	Select Job Code	Time In	Out	ST	OT	DS	OOT	Meal	Flex	PI	NPI	Training	High Rate
<b>WORKERS: 8</b>													
Totals: 64 7 0 0 0 0 50.00 50.00 \$1748.15													
11222344 / John Green	10202 - Contain...	08:00	18:00	8	1							Select	\$289.75 \$36.50
8983212 / Grant Granberg	10202 - Contain...	08:00	17:00	8								Select	\$184.00 \$36.50
457507567 / Minnie Mouse	10310 - Tractor	08:00	18:00	8	1							Select	\$192.38 \$36.25
2294111 / Al Jefferson	10310 - Tractor	08:00	18:00	8	1							Select	\$192.38 \$36.25
7771122 / Hank Hanks	10310 - Tractor	08:00	18:00	8	1							Select	\$230.38 \$36.25
69467 / John Johnson	10101 - Gang Fe...	08:00	18:00	8	1							Select	\$199.50 \$37.00
505050 / Test Fourteen	10310 - Tractor	08:00	18:00	8	1							Select	\$287.38 \$36.25
131231 / Peter Parker	10310 - Tractor	08:00	18:00	8	1							Select	\$192.38 \$36.25

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.

Reference	Labor Order Name	Employer	Vessel / Voyage	Terminal	Start Date	Status
LO381	WWT_FEB8	Charleston Stevedoring Company	CMA TEST / 45W	Wando Welch Terminal (WWT)	02-08-2021 23:00	Filled
LO383	QA Order FEB8	Charleston Stevedoring Company	MAERSK TEST 1 / 1112	Wando Welch Terminal (WWT)	02-08-2021 22:00	Ordered
Timesheet #1: AutoGen_Dispatch-CHECKERS1-Continuity_Thursday	Reference: TSC303AD	Employer: Charleston Stevedoring Company	Union: 1772 - Clerks and Checkers	Timekeeper:	Vessel / Voyage: MAERSK TEST 1 / 1112	Status: Draft
Timesheet #2: AutoGen_Dispatch-CHECKERS1-Continuity_Friday	Reference: TSC303ME	Employer: Charleston Stevedoring Company	Union: 1772 - Clerks and Checkers	Timekeeper:	Vessel / Voyage: MAERSK TEST 1 / 1112	Status: Draft



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.

Reference	Labour Order Name	Employer	Vessel / Voyage	Terminal	Start Date	Status	
LO381	WWT_FEB8	Charleston Stevedoring Company	CMA TEST / 4SW	Wando Welch Terminal (WWT)	02-09-2021 23:00	Filled	
LO383	QA-OrderFEB8	Charleston Stevedoring Company	MAERSK TEST 1 / 1112	Wando Welch Terminal (WWT)	02-09-2021 22:00	Ordered	<a href="#">Send to Employer</a>
↳	Timesheet #1: AutoGen_Dispatch-CHECKERS-Continuity_Thursday	Reference: TSC383AD	Employer: Charleston Stevedoring Company	Union: 1771 - Clerks and Checkers	Timekeeper:	Vessel / Voyage: MAERSK TEST 1 / 1112	Status: Draft <input checked="" type="checkbox"/>
↳	Timesheet #2: AutoGen_Dispatch-CHECKERS-Continuity_Friday	Reference: TSC383AE	Employer: Charleston Stevedoring Company	Union: 1771 - Clerks and Checkers	Timekeeper:	Vessel / Voyage: MAERSK TEST 1 / 1112	Status: Draft <input checked="" type="checkbox"/>

The status will change to PendingApproval.