



TIMECARD APP

Getting Started Guide

Sean Hubert

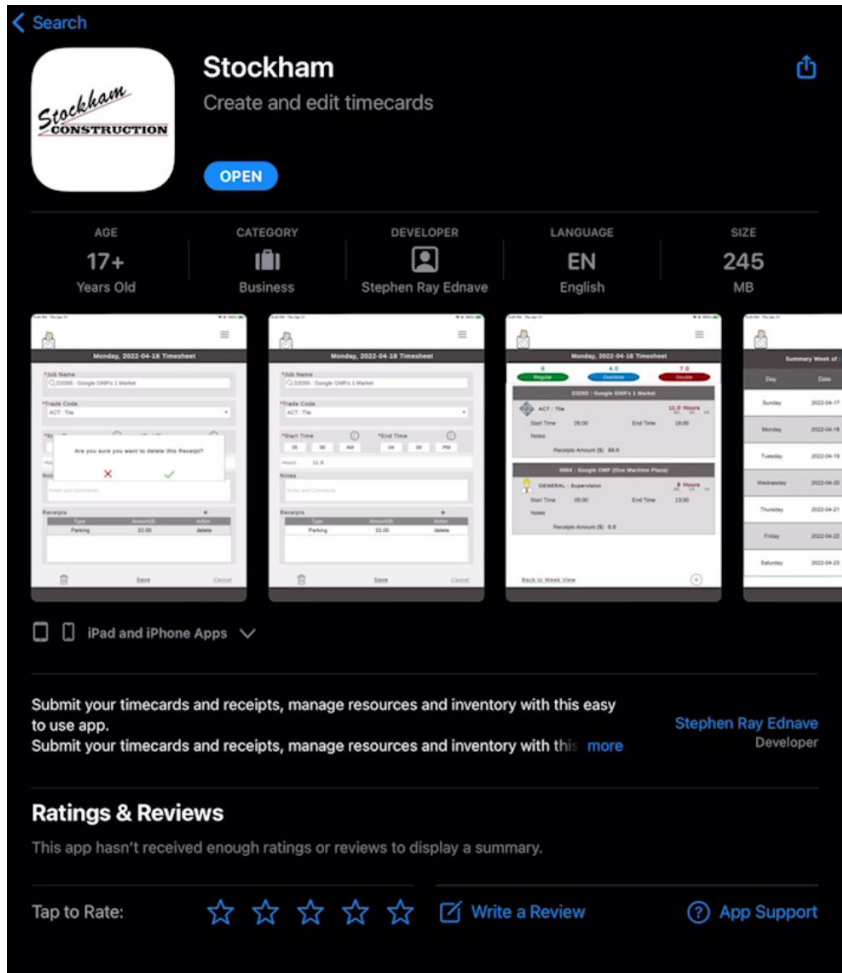
sean@stockhamconstruction.com

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Installation on Apple devices (Android installation next page)

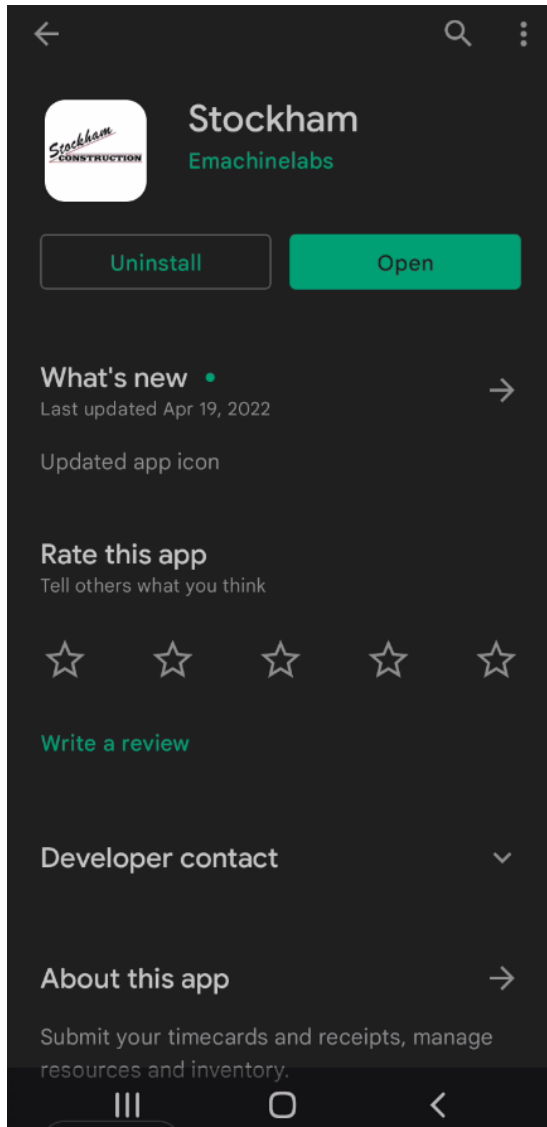
1. Go to the App Store, search, download, and install “Stockham”



2. After installation, when you start the app, it may ask for certain permissions. Make sure you accept all permission requests. The permissions are needed to take pictures of receipts and for the app to work in general.

Installation on Android devices (Apple installation previous page)

1. Go to the Google Play Store, search for “Stockham”, download and install the app.



2. After installation, when you start the app, it may ask for certain permissions. Make sure you accept all permission requests. The permissions are needed to take pictures of receipts for the app to work in general.

Login

Your username is the last 6 digits of your Social Security Number (SSN)

Your password is welcome@123

Stockham Construction Timecard

654321

Login

[Forgot Password](#)

[No Account ? Sign Up](#)

[Terms and Conditions](#)

[Privacy Policy](#)

Week View

Selectable week picker. It will default to the current week

| Day | Date | Regular | Over | Double |
|-----------|------------|---------|------|--------|
| Sunday | 2022-02-20 | | | |
| Monday | 2022-02-21 | 8.0 | 0.0 | 0.0 |
| Tuesday | 2022-02-22 | 8 | 2.0 | 0.0 |
| Wednesday | 2022-02-23 | 8.0 | 0.0 | 0.0 |
| Thursday | 2022-02-24 | 8.0 | 0.0 | 0.0 |
| Friday | 2022-02-25 | 8.0 | 0.0 | 0.0 |
| Saturday | 2022-02-26 | | | |

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Shows who is logged in

Regular, Overtime, and Double time hours

Day View

Job Card: Shows job name, trade code, number of hours on the job, start and end times, optional notes, and the total for all receipts on the job.

Multiple Job Cards are supported for the same day

Totals for the day

Click to add another job on the same day

Timecard Entry Form

Searchable Job name by name or number

Address shows once selected for verification

Auto calculation of hours based on Start and End times

Optional Notes field

Detailed Trade Codes for accurate accounting

Entering Time

1. Make sure you have correct week selected

2. Click on the day you want to enter your time

| Day | Date | Regular | Over | Double |
|-----------|------------|---------|------|--------|
| Sunday | 2022-02-20 | | | |
| Monday | 2022-02-21 | | | |
| Tuesday | 2022-02-22 | | | |
| Wednesday | 2022-02-23 | | | |
| Thursday | 2022-02-24 | | | |
| Friday | 2022-02-25 | | | |
| Saturday | 2022-02-26 | | | |

3. Verify that the correct date was selected

4. Search for the Job by name or number.

5. Select the Trade Code

6. Enter Start Time and End Time

7. Verify the number of hours

8. Enter any desired Notes

9. Submit

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Tuesday, 2022-02-22 Timesheet

*Job Name
6088 : SSU Stevenson Hall

*Trade Code
FRAMING : Wall

*Start Time 09 : 00 AM *End Time 05 : 00 PM

Hours: 8

Notes
don't forget my re-rate

Receipts

Cancel Submit

If you cannot find the job you are working on, use the shop code for your division

- 50322 : Shop (Drywall)
- 5032220 : Door Shop
- 5032230 : ACT Shop

Adding Receipts

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Monday, 2022-03-28 Timesheet

*Job Name
6088 : SSU Stevenson Hall
1801 E. Colati Ave.

*Trade Code
GENERAL : Supervision

*Start Time 05 : 00 AM *End Time 01 : 00 PM

Hours: 8

Notes
Notes and Comments

Receipts +

Submit Cancel

Tap the + to add a receipt to your timecard entry

1. Select the type of receipt

2. Tap the camera icon to take a picture or select one from your gallery

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Monday, 2022-03-28 Timesheet

*Job Name
6088 : SSU Stevenson Hall
1801 E. Colati Ave.

*Trade Code
GENERAL : Supervision

*Start Time 05 : 00 AM *End Time 01 : 00 PM

Hours: 8

Notes
Notes and Comments

Receipts +

Parking [Camera Icon] \$ Amount

Cancel

Submit Cancel

3. Enter the amount for the receipt

It can take a very long time to upload the picture of the receipt to the server. We recommend that you crop the picture as much as possible to reduce its size.

Entering Multiple Jobs for a Day

1. Click on the day you want to enter your additional job

| Day | Date | Regular | Over | Double |
|-----------|------------|---------|------|--------|
| Sunday | 2022-02-20 | | | |
| Monday | 2022-02-21 | | | |
| Tuesday | 2022-02-22 | 8.0 | 0.0 | 0.0 |
| Wednesday | 2022-02-23 | | | |
| Thursday | 2022-02-24 | | | |
| Friday | 2022-02-25 | | | |
| Saturday | 2022-02-26 | | | |

8.0 Regular 0.0 Overtime 0.0 Double

6088 : SSU Stevenson Hall

FRAMING : Wall 8 Hours

Start Time 09:00 End Time 17:00

Notes don't forget my re-rate

Receipts \$26.00

[Back to Week View](#)

2. Click on the + to add another job

3. Fill out the form as usual

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Tuesday, 2022-02-22 Timesheet

*Job Name
6088 : SSU Stevenson Hall

*Trade Code
FRAMING : Ceiling/Soffit

*Start Time 05 : 00 PM *End Time 07 : 00 PM

Hours: 2.0

Notes
Notes and Comments

Receipts

Cancel Submit

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Summary Week of : 2022-02-24

| Day | Date | Regular | Over | Double |
|-----------|------------|---------|------|--------|
| Sunday | 2022-02-20 | | | |
| Monday | 2022-02-21 | | | |
| Tuesday | 2022-02-22 | 8 | 2.0 | 0.0 |
| Wednesday | 2022-02-23 | | | |
| Thursday | 2022-02-24 | | | |
| Friday | 2022-02-25 | | | |
| Saturday | 2022-02-26 | | | |

4. Verify the additional job hours have been included