

## LMN TIME SOP

### Clocking in

1. Download the LMN Time app
2. Ensure you have the proper login information from your division manager and/or administrator and sign into the LMN time app
3. Click on '+New Timesheet'
4. Click on ;Punch In'
5. Select the team members that you would like to clock in. You will see a green checkmark beside all the team members you have selected to clock in.
6. Click on 'Next'
7. Select the appropriate job group from the drop down menu. (Ex, Construction, Maintenance, Design, etc)
  - a. Or search and select the scheduled job in
  - b. If there is a scheduled service Crew click the 'scheduled' tab. Then choose the service crew and select from the assigned job sites.
8. Select the client or project name from the drop down menu directly below the job group
9. Select 'Next'
10. If you need to adjust the date or time tap on it and make the necessary changes by scrolling through the available options. Once complete select ' Done'
11. Ensure you have selected the correct job task by clicking on that section, and selecting the appropriate task
12. Click 'Start' to clock into this project and/or task

### Clocking out

1. Select the timesheet you would like to add a team member(s) to and tap on it.
2. In the top right hand corner select the more option with three dots
3. Select 'Punch Out'
4. If applicable, tap on the date and time and make the necessary adjustments then select 'Done'
5. Tap on the three dots under crew punching out and ensure you select the appropriate team members you are trying to clock out.
6. If applicable, under the services section select the services tabs that correlate to the supplies, materials, and equipment used on the project for the day and enter the quantities used.

**Note:** Once you have selected a services tab and entered information into one of its sub headings, you cannot deselect that service tab to hide the sub headings. You will lose all the information you have entered in that services tab if you do so.

7. If applicable, under the materials used section enter the number of hours from the day that were inefficient time, non billable site time, warranty time, and training time.

8. If applicable, enter the necessary notes and information under the crew notes.
  - a. This is typically done by copying and pasting the notes from your 4@4 within the google keeps notes.
  - b. If this is a small or odd job and there is not a google keep note setup for 4@4 the copy and paste the blank note within the Google Keep app and fill in the necessary information.
9. Once all the above information is entered accurately select 'Save'
10. In the top right hand corner select the more option with three dots
11. Select 'Submit Timesheet'
12. You will be prompted to apply lunch break deductions before submitting your timesheet. Select 'Okay'
13. Select the appropriate date, time, and duration of the lunch break taken
14. Select either 'Took Lunch Break' or 'No Break' (if no one took a lunch break)

**Note:** If some team members took a break and others didn't, select 'Took Lunch Break' and ensure only the team members who took a break are selected with a green checkmark and the team members who didn't are not.

15. Select 'Save'
16. Review team members time and select 'Submit'

### **Adding Team members to an existing timesheet**

1. Select the timesheet you would like to add a team member(s) to and tap on it.
2. In the top right hand corner select the more option with three dots
3. Click on 'Punch in'
4. Select the team member(s) you would like to add. Ensure you have a green checkmark beside the intended team member(s)
5. Select 'Next'
6. Select the appropriate job group from the drop down menu. (Ex, Construction, Maintenance, Design, etc)
7. Select the client or project name from the drop down menu directly below the job group
8. Select 'Next'
9. If you need to adjust the date or time, tap on it and make the necessary changes by scrolling through the available options. Once complete select ' Done'
10. Ensure you have selected the correct job task by clicking on that section, and selecting the appropriate task
11. Click 'Start' to add the team member

### **Punching out a team member throughout the day**

17. Select the timesheet you would like to add a team member(s) to and tap on it.
18. In the top right hand corner select the more option with three dots
19. Select 'Punch Out'

20. If applicable, tap on the date and time and make the necessary adjustments then select 'Done'
21. Tap on the three dots under crew punching out and ensure you select the appropriate team members you are trying to clock out.
22. If applicable, enter the necessary notes and information under the crew notes.
23. Once all the above information is entered accurately select 'Save'

### **Changing a team members time that is already clocked into a timesheet**

1. Select the timesheet you would like to change a team member(s) time on and tap on it.
2. Under the appropriate task within this timesheet tap on the symbol with a blue person and a clock beside it.
3. Tap on the line that shows the desired employees time you would like to change
4. Select the 'Task Start' and/or 'Task End' to alter the employees time to the desired times and select 'Done'
5. Click on 'Save Employees Time'

**Note:** You might be prompted with an additional task where Imn alters previous times that might interfere with the newly entered times. Carefully read this prompt and make the appropriate selection.

### **Adding a team member to an existing timesheet that is the same time as another team member already clocked in**

1. Select the timesheet you would like to add the team member to and tap on it.
2. In the top right hand corner select the more option with three dots
3. Select 'Add/Copy Employee'
4. Tap on the drop down menu under 'Add Crew' and add the appropriate team member
5. Tap on the drop down menu under 'Copy Time From' and add the appropriate team members time you would like to copy
6. Click 'Sav'

### **Switching a team members job or task that is already clocked in**

1. Select the timesheet you would like to change a team member(s) job or task on and tap on it.
2. Under the appropriate task within this timesheet tap on the job and/or task.
3. Select 'Switch Jobs'
4. Select the appropriate job group from the drop down menu. (Ex, Construction, Maintenance, Design, etc)
5. Select the client or project name from the drop down menu directly below the job group
6. Select 'Task' or 'Next'
7. If applicable, Select the appropriate task for the project and click 'Next'

8. Click 'Start'
9. You will be prompted with a message saying you are about to switch the task and/or job for a team member. If all the info is correct select 'Start'

### **Marking a team member late or absent**

1. Select the timesheet you would like to mark a team member as late or absent
2. In the top right hand corner select the more option with three dots
3. Select 'Mark Late/Absent'
4. In the drop down menu select the team member that was late or is absent
5. Select 'MARK LATE' or 'MARK ABSENT' whichever is appropriate
6. Enter the number of minutes late
7. Enter the reason for being late
8. Click save