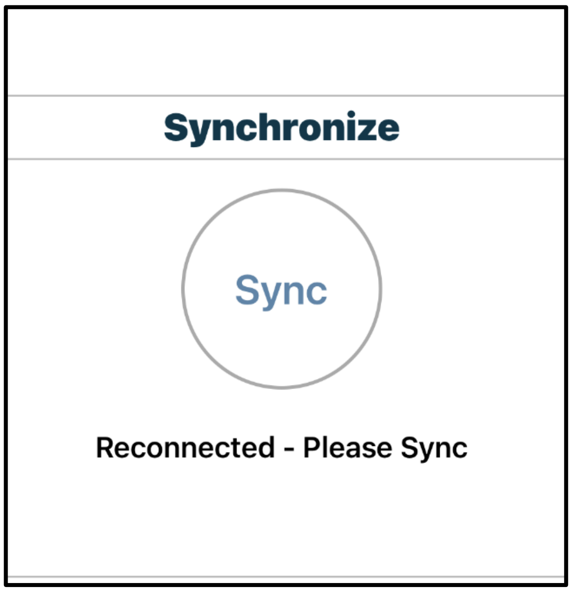
Driver Daily Timekeeping Tasks

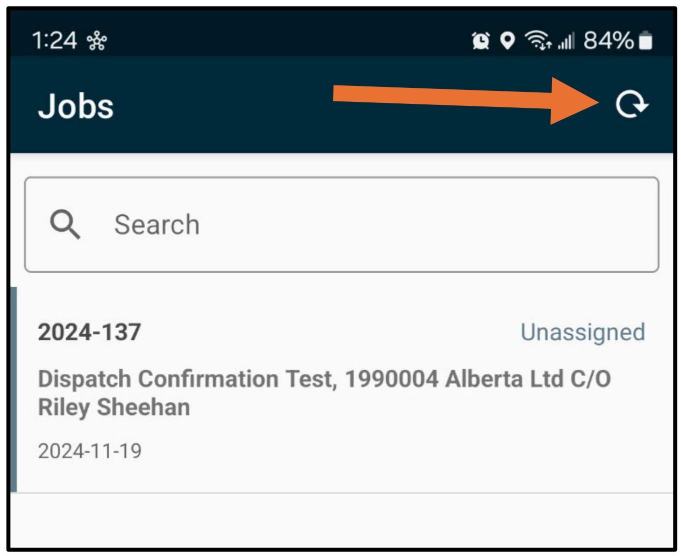
Each day that a driver works in the field driving, or on a rig, or in the shop they must complete tasks within Aimsio.

If you are working in the **field**, you will create **Crew Timesheets.**
If you are working in the **shop** or otherwise being paid for your time but NOT at a driver wage, you need to fill out a **Timesheet**.

Below is the process to follow to ensure that your daily tasks are completed. Please complete your daily tasks as outlined, as dispatch and management rely on them to complete their own tasks. They will follow up if these are not done, so ensure they are handled promptly each day.

1. Each day as your start your work shift, press the Sync Button on your device. This will ensure that you have the most accurate and up to date information on your device.





2. From your Job Screen, you will see which job(s) you are assigned to. For our rig drivers you should generally see only one job in this screen. When it comes time for your rig to move, you may see two jobs. There will be a "job" for each different physical location you are at. For potable drivers, you will typically see many jobs each day. **Each one of these jobs will need data inputted into them when you have completed them** (potable) **or completed your shift for the day** (rig services)**.**

Creating a Crew Timesheet

A "Crew Timesheet" is the form that you will most frequently be generating. Any time you perform work that is billable to a client, you will be creating a "Crew Timesheet". This *should* be created each time you physically complete the job you are assigned to or at the end of your work shift but they **MUST** be completed daily.

IOS Directions	Android Directions
• The first screen on an iOS device will be the "Home Screen" that lists all the jobs you have been assigned. • Tap on the job that you have just physically completed. • Towards the bottom of your "Overview" tab, is a "Create Crew Timesheet" button. Tap on this to start the "Crew Timesheet" form. • The next screen is called the "General Information" screen. The driver will then ensure that the date is correct and can then fill in a "Description of Work". This is a text field where drivers can add notes like: "I had to chain up and this job took an extra hour." "There was an accident and detour on the highway, and I had to spend an extra 2 hours on the job." • Drivers can also on this screen add photos in the "Image Attachments" field if they chose to add any additional information to support their description or report damages etc. • Tapping on the next button will take you to the "On Site Resources" screen. From here a driver will enter billing details. Start by tapping on "Resource Group" and selecting the appropriate group and then press the "Pull Button". • Pressing the "Pull Button" will import job details like the drivers and units assigned to the job. On iOS there are tables for each driver and truck. **Swipe to delete any tables that are not yours.** On iOS check off your accommodations, subsistence and invert charge boxes on the "On Site Resources" page. Ensure you add the amount of time it took you to complete the job in both your table and the truck table for hourly jobs. For day rate jobs ensure you enter in 1 or .5 of a day rate for your truck. If you are delivering chargeable items like potable water or drinking water bottles, enter these items and quantities into the Materials section. • Tapping on next will bring you to a PDF version of the information you just added so you can review it. Press next one more time to get to the submission page and press on submit.	• On an Android device, the default screen is "Forms", and you need to navigate on the bottom of the screen to the "Jobs Screen". • Tap on the job that you have just physically completed. • On Android you will need to navigate to the "Forms" tab and press the little orange icon in the bottom right corner and then tap on "Create Crew Timesheet". • The next screen is called the "General Information" screen. The driver will then ensure that the date is correct and can then fill in a "Description of Work". This is a text field where drivers can add notes like: "I had to chain up and this job took an extra hour." "There was an accident and detour on the highway, and I had to spend an extra 2 hours on the job." • Drivers can also on this screen add photos in the "Image Attachments" field if they chose to add any additional information to support their description or report damages etc. • Tapping on the next button will take you to the "On Site Resources" screen. From here a driver will enter billing details. Start by tapping on "Resource Group" and selecting the appropriate group and then press the "Pull Button". • Pressing the "Pull Button" will import job details like the drivers and units assigned to the job. On Android you need to press and hold on another employee's name to delete them from the table. Tapping on your own name will allow you to edit your chargeable items like Subsistence, Accommodations, Invert charges etc. Enter your Start Time and End Time. Add the total amount of time it took you to complete the job in both your table and the truck table for hourly jobs. For day rate jobs ensure you enter in 1 or .5 of a day rate for your truck. If you are delivering chargeable items like potable water or drinking water bottles, enter these items and quantities into the Materials section. • Tapping on next will bring you to a PDF version of the information you just added so you can review it. Press next one more time to get to the submission page and press on submit.

Creating an Individual Timesheet

An "Individual Timesheet" is the form you will create when you are performing work that isn't billed to a client. These activities include washing your truck, training, helping around the shop or yard etc. This *should* be completed as soon as you finish these activities but they **MUST** be completed daily.

IOS Directions	Android Directions
• The first screen on an iOS device will be the "Home Screen" that lists all the jobs you have been assigned. • Tap on the "Forms" button to see the forms available to you. Tap on "Individual Timesheet" and you will be taken to the timesheet screen. • The first screen that opens is typically just an informational screen. Ensure that all the information shown on the screen is accurate and then tap on next. • Tap on "Employee Hours" and a table will slide down to enable you to edit your hours. • Tap on the Job No. field and select the appropriate job number from the following list: Shop: 001 • You can fill in notes if you want but it is not required. • You must fill in your start time and end time. • Enter in the total amount of hours you worked on shop hours. This should match to your start time and end time. • Ensure that the Job Billable button is NOT selected. • You can tap on Next and you will be shown a document version of your timesheet to review. • If all details are correct, tap on the Submit button to complete your timesheet for the day.	• On an Android device, when you open the app, the default screen is "Forms", • Tap on the orange "New Form" button in the bottom right hand corner of your screen. Select "Individual Timesheet". • The first screen that opens is typically just an informational screen. Ensure that all the information shown on the screen is accurate and then tap on next. • The next screen is the Hours Summary screen. Here you will add your data regarding your time that is not billable back to a client. • Tap on the "Add Row" button. For Job Numbers, choose from the following list: Shop: 001 • You can fill in notes if you want but it is not required. • You must fill in your start time and end time. • Enter in the total amount of hours you worked on shop hours. This should match to your start time and end time. • Ensure that the Job Billable button is NOT selected. • Tap on Save and you will be re directed back to the hours summary page. • You can tap on Next and you will be shown a document version of your timesheet to review. • If all details are correct, tap on the Submit button to complete your timesheet for the day.

Reviewing Your Hours

Until we move to log books, if you get pulled over by a Peace Officer that wants to verify your hours, you need to provide them with a time sheet like normal. To do this within Aimsio, follow the below instructions to provide them with a table of your work hours. This information should be sufficient to provide to the Peace Officer to verify your hours of service requirements are being met.

IOS Directions	Android Directions
• The first screen on an iOS device will be the “Home Screen” that lists all the jobs you have been assigned. Tap on the “Reports” button to view your work hours. • From the Reports screen, you can set the date parameter which would be 14 days ago until now. Ensure that the Job No. menu says “All” and that the Source menu says “All Forms” • Tap on the blue button that says “Get Results” and all of your jobs including your start and end times for that period will be displayed on the screen.	• On an Android device, when you open the app, the default screen is “Forms”, tap on the “Reports” button to view your work hours. • From the Reports screen, you can set the date parameter which would be 14 days ago until now. Ensure that the Job No. menu says “All” and that the Source menu says “All Forms” • Tap on the blue button that says “Get Results” and all of your jobs including your start and end times for that period will be displayed on the screen.