

Standard Operating Procedure Using ADP for Time Recording



Policy #

Created: September 1, 2018

Last Updated: April 21, 2021

1. Open the ADP Mobile Solutions App on your mobile device

2. Login to the ADP App using your @denbow login and password. This will bring you to your main dashboard.

3. Select "View All Clock Options" NOT "Start Work"

Note: "Start Work" is only used for staff who only punch in at the beginning and end of their day and do not use project codes. If you select "Start Work" by mistake, you will not be given any options to select. You then must wait 3 minutes before you can Transfer.

4. Select "Transfer"

5. Select "New Account"

6. Enter your "Project" code. Project Codes can be found on your daily dispatch for each job you are working on, coded as "SO#" (Sales Order Number).

Tuesday, April 2, 2019			
Tuesday			
Manufacturing	Truck 33	Jason B	
Tuesday, April 2	Tuesday, April 2	Tuesday, April 2	
5:00 - Manufacturing 42645 - 136982 (12:00)	Truck # 33 43309 - 136982 (12:00)	Truck # 48 Start 2:00 am Eye on the Ball Productions 10799 Stone Lake Rd Abbottson 25 yards Aged Mulch Push Main: 604-555-4442 L.O. Check Soft 62292	
6:00 - Color Black mulch for Denbow	Del: 9:00 - 10:00 am Laura-Lynne Farms 2211 Toimie Rd K2020407 10 yards Fir/Hem Bark push 604-555-9641	SO # 63215	
7:00 - Color Black mulch for Denbow	Wag - Start 2:00 pm Screen Aged Mulch Hawthorn - Start: 9:00 am Screened Soil	SO # 63215	

If your dispatch is missing an SO# or if an SO# listed is not working, please email your manager and blair@denbow.com ASAP so that they can fix this issue for you right away. Many of our project codes close daily, so if we don't know that there is an issue till the next day, it is likely that the project will have to be re-opened before the issue can be fixed, and then re-closed after the fact.

PLEASE NOTE: It is CRUCIAL that you input your SO# in as a number and not just type in the name of the company listed,

we have many companies that we do multiple loads for and many companies that have similar names and can be easily mixed up. Please do not just start typing in the company name and then pick one just so you have a code. If you are missing a SO# on your dispatch sheet, or if an SO# is not working use the project code **1MIS**, that way your manager and Blair know where the issue is that needs to be fixed.

7. Enter your “Product” – this will also be found on dispatch, current codes include:

PRODUCT ▲	DESCRIPTION
BE	BirdsEye (5-9mm aggregate) - rock / pea gravel
BMC	Aged Bark Mulch
BMF	Fir/Hemlock Bark Mulch
BMH	Augustine Fir/Hemlock Bark Mulch
BPP-Hog	Pole Peelings - Mixed In Raw Hem/Fir
BPP-Sub	Pole Peelings - Substrate
CMBL	Black Coloured Mulch
CMR	Red Coloured Mulch
CowBedding	Cow Bedding
FBH	Fir Bark Hog
GME	Grow Media
GZ	GrowZone
HF	Hogfuel
MVS	Mountain View Sawdust
NM	Nutrimend
PC	PlayChips
PZ	PlantZone
PZB	PlantZone - BULK
PeatMoss	Peat Moss
PulpChips	Raw Pulp Chips
RS	Coastal Sawdust Mix
SCB	Soil - CUSTOM BLEND
SEED-CR	Seed - Coastal Revegetation
SEED-FLG	Seed - Denbow Flowering Low Grow
SEED-LG	Seed - Denbow Low Grow
SEED-OV	Overseeding Lawn Seed
SEED-SS	Seed - Sun and Shade
SS	SkySoil
SZ	StructureZone
Sand	Sand
TZ	TurfZone
TZB	TurfZone - BULK

a. If you are unsure what code you should be using, please speak with Dispatch.

b. If there is a code that should be on this list that isn't, please speak with your manager.



8. Enter your “Amount”. This can also be found on dispatch. If the amount you deliver is less than what is listed on dispatch, please contact dispatch to let them know, and also put it in your notes (see below).

Amounts are listed without Unit/Yards specified, this will be taken care of in billing, you just need to include the number. If your amount is less than 10, you can search for it as 01, 02, 03, etc. If your amount is a partial number, round up to the nearest unit/yard and put in the notes the actual amount.

9. When all your codes have been added, scroll down to the bottom of the screen and select “Save”. This will bring you back to the main transfer screen where you can add notes.



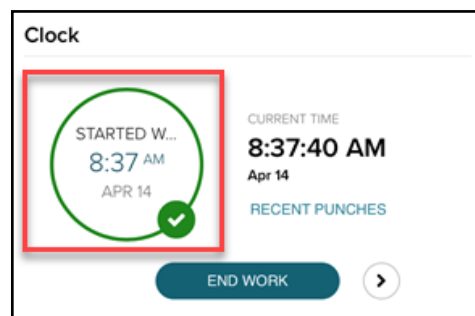
Adding Notes With Transfer

1. Login and enter your project, product and amount as usual, and then select “save” as shown in step 9 above.

2. When you are in the main transfer screen you will see your most recent project code in the “Account” field.



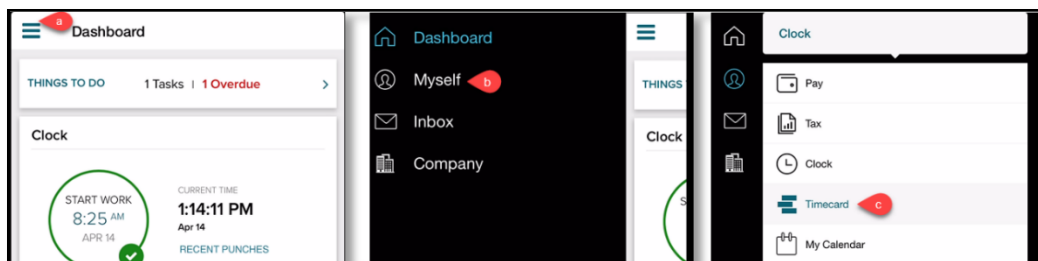
- From there you can select “Add A Comment” and a comment box will pop up. Select the reason for your comment, and then add your comment (see the next page for full details on comments needed).
- When you are done adding your notes, scroll down to the bottom of your page and select “Transfer” to save your entry and move back to the main transfer dashboard. When you are ready to move to your next project you will hit “Transfer” again.
- Your confirmation that your note has been saved will show up as a green circle with a checkmark on your time clock, as seen in the picture to the right.



Adding Notes After the Fact

- Open the ADP Mobile Solutions App on your mobile device
- Login to the ADP App using your @denbow login and password. This will bring you to the main dashboard.
- From the dashboard

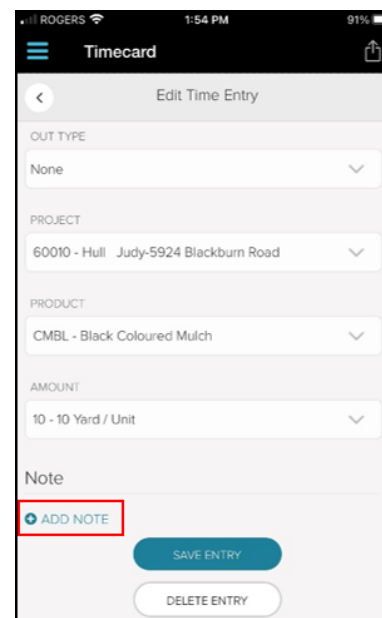
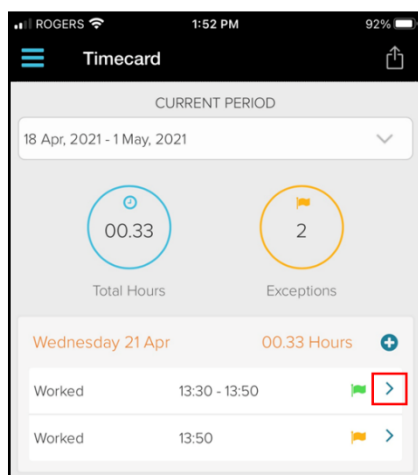
- Select the 3 lines in the top left-hand side of the screen to open the menu
- Select “Myself”
- Select “Timecard”



- Look for the date you want to add the note to, and then select the arrow next to the time period you want to add a note to.



- Scroll down to the bottom of the page and select “Add Note”



6. Select your comment type from the drop-down box. Your options are:

- a. Enter Custom Note
- b. Customer Delay
- c. Denbow Delay

7. Ignore the “Applies To Row” section as you have already selected the row it applies to.

8. Enter your comments.

9. Select “Save Entry”

10. Wait for the notification that your note has been added.



ADDITIONAL MANDATORY NON-DISPATCH PROJECT CODES

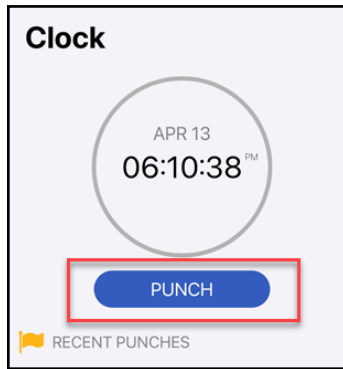
Any time you are working, unless you are only installing and are not operating a vehicle, you will need to make sure that you document the following project numbers on your timecard:

A	B	C	D	E
			NOTES MUST BE INCLUDED	
Project Code	Description	Time Allotted	Notes	Used for
Pretrip	Pre Trip Inspections	10-15 min	Truck #	
Posttrip	Post Trip Inspection	5-10 min	Truck #	
Preload	Preload	15 min	SO # (if known or cust name), Product & Qty	
Breakdown	Truck / Trailer / Blower Breakdown		Brief explanation of what happened; steps taken	be sure to use this Project Code, do NOT allocate Denbow equipment malfunctions to an SO as we cannot charge customers for this time
Downtime	Downtime		must specify reason: Customer or Denbow & the cause of the downtime	this is different than a breakdown. For example: If you were in the truck waiting for a TIP and the Tipper broke down, then the Tipper experienced Breakdown, but you experienced Downtime as a result
1MIS	Sales Order Missing		SO #	when the SO # is not available in ADP. Be sure to check the prefix AG, MF or EL as sometimes a job may be EL but an AG customer. The prefix is attached to the customer and not the job
Training	Training		brief explanation	
Yard	Yard Work		brief explanation of work performed	
Safety	Safety Related Activities		brief explanation	
MeetingS	Safety Meeting		brief explanation or meeting name (ex: Tailgate meeting)	
Meeting	Meeting (non-safety related)		brief explanation or meeting name/purpose	
Office	Office Labour (repairs, workstations, etc.)		brief explanation	

Offline Punching

1. Open the ADP Mobile Solutions App on your mobile device.

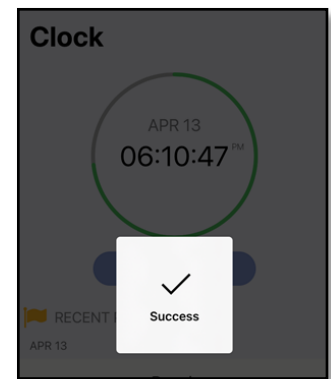
2. Enter your User ID and select "Quick Clock"



3. Select "Punch"



4. Wait until you get the confirmation message. The punch will be synced up with the ADP servers next time you login on the APP when you have WIFI service.



Other Important Information to Remember

1. Arrive for work at least 5 minutes before the start of your shift. The expectation is that you are ready to start work at your scheduled time, not walking, getting changed, having coffee, etc.
2. Unless otherwise directed by your manager/dispatch, your first job of the day should be a pre-trip on the vehicle you will be using that day.
3. Punch in at scheduled start time, **unless otherwise directed by your Manager**. Schedules help us keep track of how long jobs actually take, if there are any times that you feel are not accurate, please let your manager know right away.
4. Project Start times are at the load/reload point.
5. If you take any unpaid time off during the day, please punch out at the start of your break, and then punch back in when you are ready to start and include a note so that we know that the time gap is supposed to be there. Do not transfer to unpaid time off.
6. If you have a load that is undeliverable, please use the SO for that project anyways, and make a note that it is undeliverable.
7. Our vehicle GPS system will be used to verify times when needed.
8. Should you encounter any issues with the time punching/transferring system on the ADP APP, notify your manager and blair@denbow.com right away and they will make the necessary adjustments – **staff are not permitted to make manual adjustments to anything on their timecard except to add or adjust notes.**
9. If your ADP is not working, please follow the steps in the ADP Mobile Solutions Troubleshooting SOP found in your training playbook.
10. If your ADP still is not working, please take screenshots of what isn't working and send them to Danielle M. right away at hr@denbow.com or text to 604-330-5490.