TRACK

QUICK REVIEW

QUICK REVIEW OF TRACK

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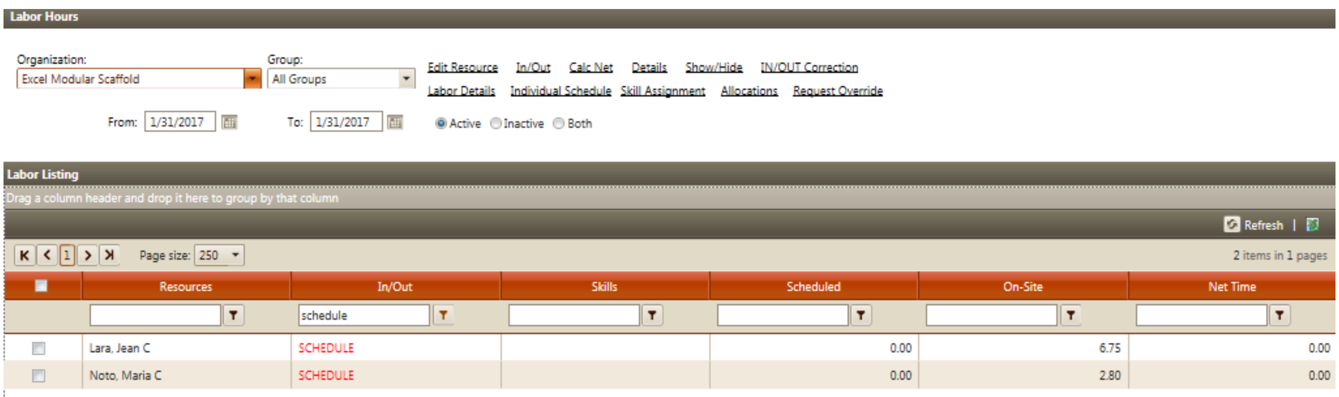
ACTIVITY SCREEN

ACTIVITY > LABOR HOURS > LABOR ACTIVITY

1. Track will default to today's date. You will always be working in Track a day behind, so change the date to the previous work date.
2. Check the In/Out column for employees showing a status of **Schedule** by using the filter feature:

Example:



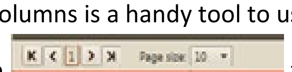
3. Rehires will not have a SCHEDULE status but will show the skill and schedule previously assigned. Quickly communicate with your hiring center to submit a schedule or skill change if needed to your Track Admin, before you begin processing time for those resources.

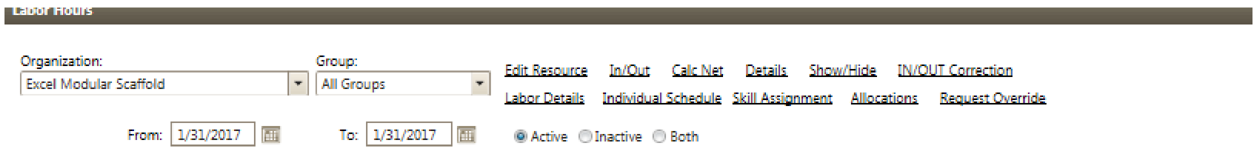
Note: *Rehires with an increase in scheduled hours or skill rate require a signed skill change request (submitted on the PRF) if they have been onsite within the past year. If there is no change in current employee assignments, or if the changes are decreases, the PRF is not needed.*

4. Familiarize yourself with the meaning of resource statuses in the In/Out column. Refer to document titled "Track Exceptions on the Activity Screen" (Exception, Schedule, In, Out, OVR, OVR (I), OVR (O), etc.)

NOTE:

- The use of filters 

 in all columns is a handy tool to use narrowing search results.
- Remember to change pages and page size  to view all the details, when applicable.

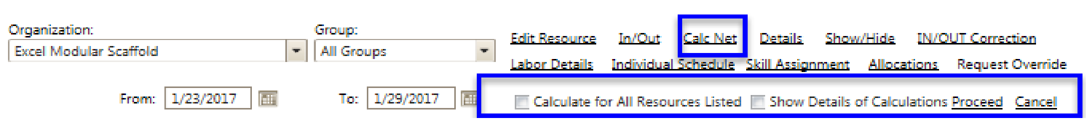


In/Out function

- Provides the Lenel scan date detail for only the individual selected.

Calc Net function

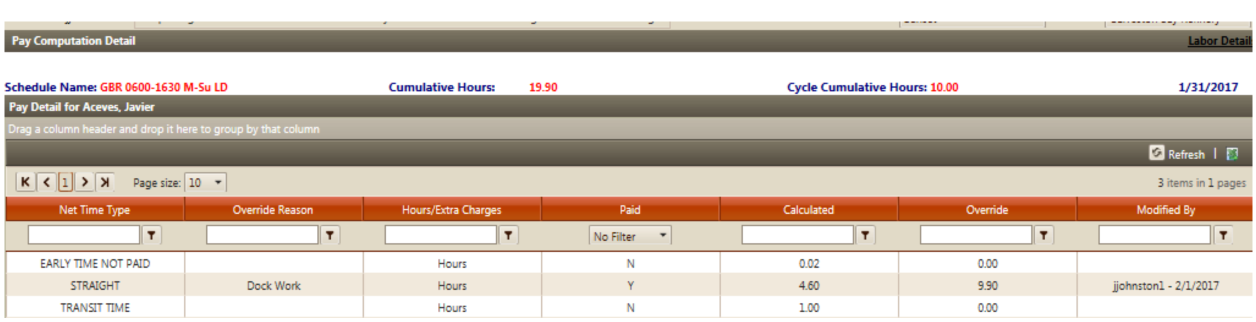
- Recalculates the selected employee's Net Time by running the business rules of their Pay Formula, Schedule, and On Site time.
- Check the box by the resource name, click Calc Net then Proceed
- Able to Calc Net multiple resources by checking multiple boxes then Calc net and Proceed
- Also able to "Calculate for All Resources listed" for all resources displayed on the page. Remember that there may be more than one page and if so, you must Calc Net for all resources on EACH page.
- To Calc Net for resource(s) on multiple dates, enter the date From and To date range, check the resource boxes then Calc Net and proceed. Review changes by expanding the selection; click the > icon to the left side of resource name:



Note: *You can get a more detailed calculation break down by checking "show details of calculations and proceed" when checked on an individual resource*

Details

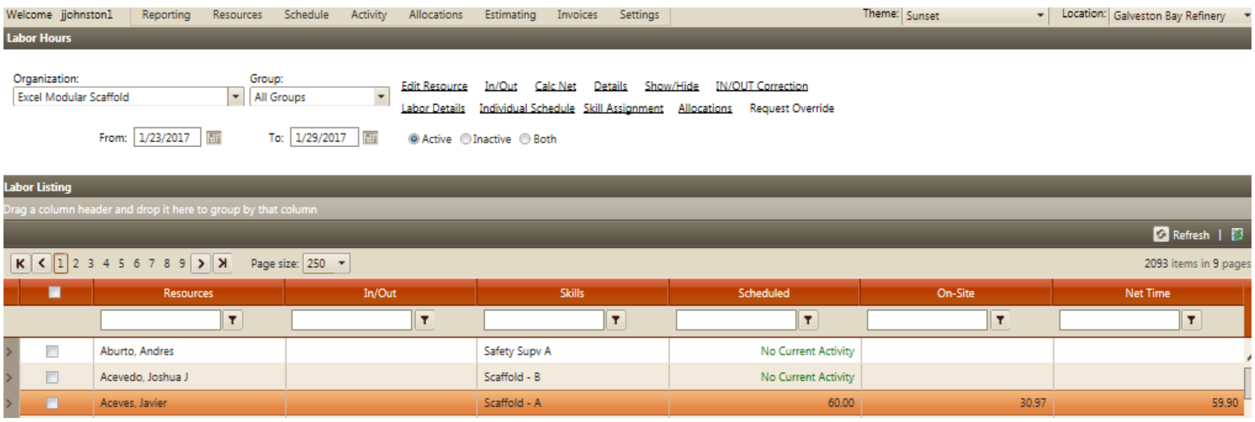
Shows a quick view of how Track calculated the employee's Net Time:



Show/Hide

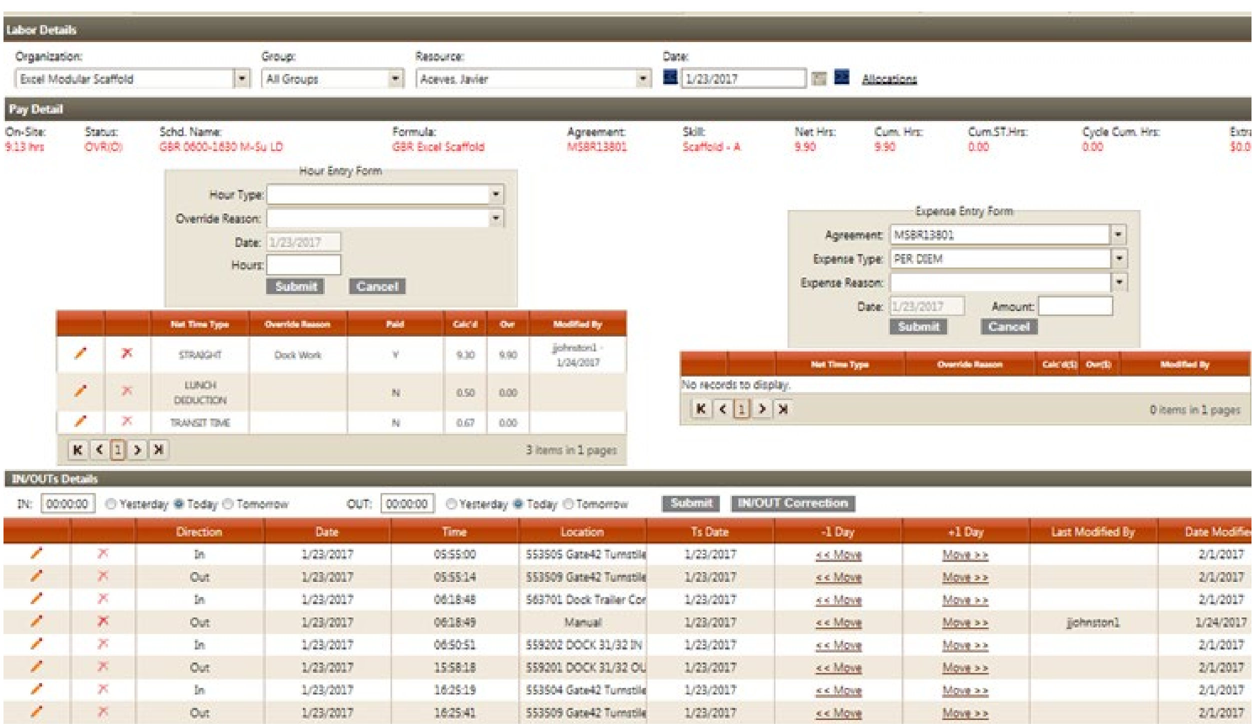
Works like a toggle; if selected, this feature will display the resources without gate activity for the day displayed. Track always defaults to view ‘Active’ resources but the option to also view ‘Inactive’ resources or ‘Both’ is available.

Note: *Never calc net all resources while show/hide is open because all the inactive resources will get displayed on the Labor Hours screen for that day.*



Labor Details

This screen shows the full resource details in one place: employee gate activity, pay formula, schedule, skill, status, on-site time, net time, cumulative hours and cumulative ST hours (all ST hrs for the week not including today) cycle cumulative hrs (total cumulative hours for cycle/week not including today)



Example of smart rounding:

Contract Terms & Conditions for Calculating Net Billable Hours

Examples of rounding UP DOWN or SMARTLY:

* You have a 15 minute rounding rule in place
* Vendor employee is on a 07:00am – 17:30pm schedule.
* The employee clocks in at 07:02am and out at 17:30pm.

Time on site would = 9.97 hours (10.5 scheduled hours - .5 lunch - .03 late in)

UP: 9.97 hours will round up to 10 net billable hours

DOWN: 9.97 hours will round down to 9.75 net billable hours

SMARTLY: 9.97 hours will round up to 10 net billable hours/splitting the difference. If the net billable time would've been <= 9.92 it would round down to 9.75 net billable hours. If using this option there will be times when you are giving time back and times when you will be taking time away.

Hints for Achieving Correct Net Hours

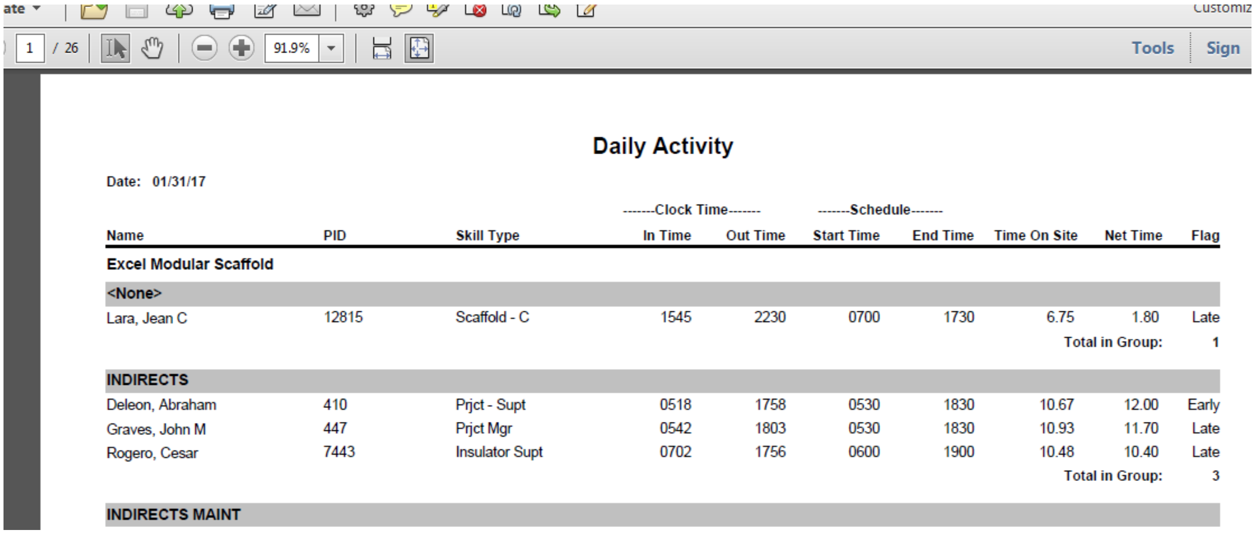
- Correct Pay formula must be assigned at Organization, Group or Resource level
- Resource must have a contract and skill assignment
- Resource must have a schedule

NOTE: If any change is made to pay formula, schedule, skill, contract, or group, **after** hours have been calculated automatically or manually, then the resource must have their time recalculated to incorporate the changes.

If the pay formula is calculating **cumulative** hours for the week, anytime there is a change to time during the week that has already been calculated (i.e., an override, exception resolution, etc.), all days following the override must be recalculated as well to keep the cumulative hours correct.

- To recalculate hours for one person, select resource, click CalcNet, then click Proceed.
- To recalculate specific multiple resources, click in the check box to the left of each name. Click CalcNet and then click Proceed.
- To recalculate all resources listed on the screen, click CalcNet. Select the first option to Calculate for All Resources Listed then click Proceed. All the resources listed on the screen will be recalculated. (Do not use this function when the Show/Hide option has been used and resources with no activity are being displayed. This will make it appear these people were on-site even though the on-site time will be 0.00 and the net time will be 0.00.)

Note: The daily activity report also provides details to help determine why a resource may not have the expected Net billable hours:



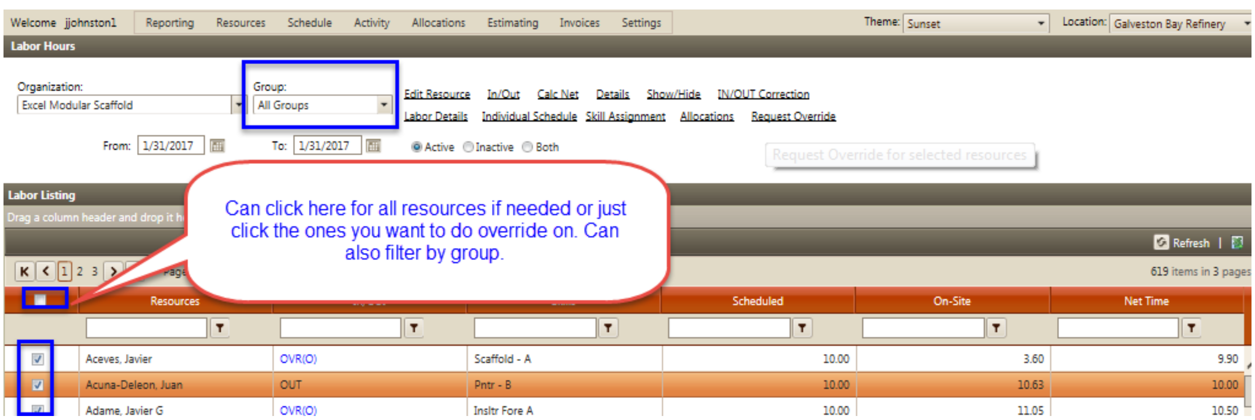
Daily Activity

Date: 01/31/17

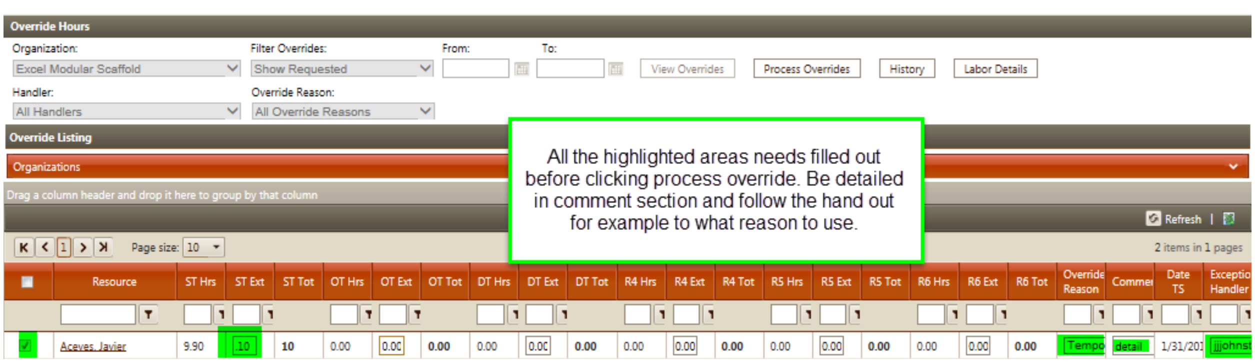
Name	PID	Skill Type	In Time	Out Time	Start Time	End Time	Time On Site	Net Time	Flag
			-------Clock Time-------		------Schedule------				
Excel Modular Scaffold									
<None>									
Lara, Jean C	12815	Scaffold - C	1545	2230	0700	1730	6.75	1.80	Late
								Total in Group:	1
INDIRECTS									
Deleon, Abraham	410	Prjct - Supt	0518	1758	0530	1830	10.67	12.00	Early
Graves, John M	447	Prjct Mgr	0542	1803	0530	1830	10.93	11.70	Late
Rogero, Cesar	7443	Insulator Supt	0702	1756	0600	1900	10.48	10.40	Late
								Total in Group:	3
INDIRECTS MAINT									

Request Override

- Overrides are submitted to adjust a resource's hourly calculation.
- Check one or multiple resources and then click Request Override



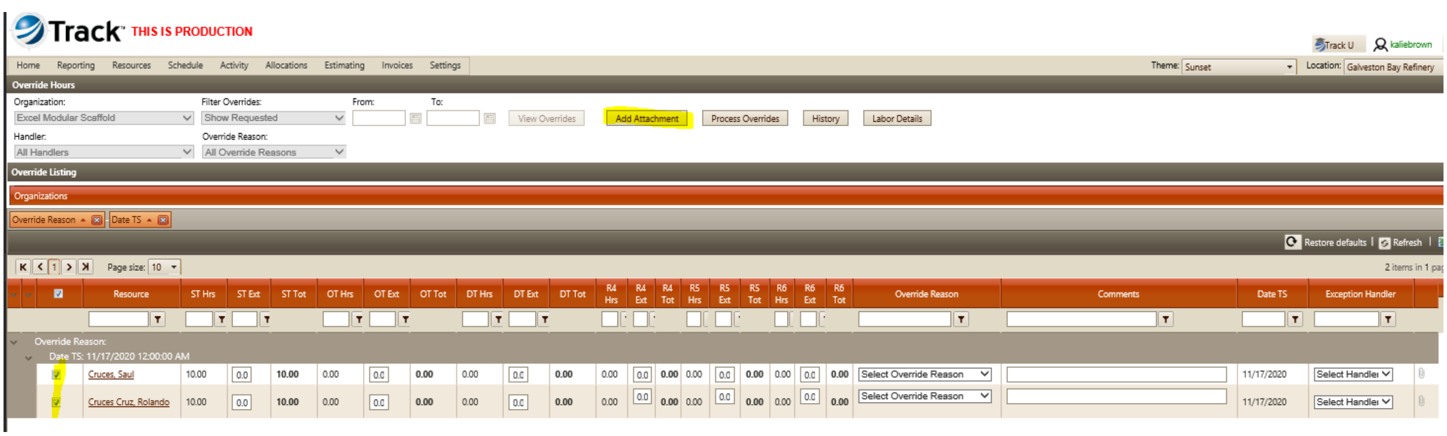
Note: Use the Daily Activity report to check for Early and/or Late time may determine if a Temp Schedule override is needed.



- Remember to use the most reasonable choice for the Override Reason (Holdover, Off-site, Drug Screen, etc)

- In the comments field, enter important details to substantiate the Override reason and include the name of the MPC rep which requested/approved employee Holdover, Early In, etc.

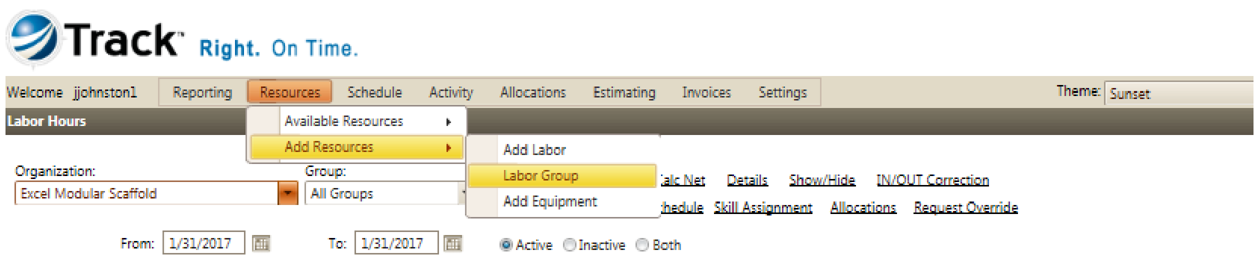
- You can now also attach documents to your overrides. For example, if a holdover override is needed, you can attach the signed OT Request form to your OVR submission. This document will then be available to the Track Admin and Approver for viewing. Check the box next to the name of the resource(s) that you would like the form to be attached to and then click "Add Attachment", select the desired file from your computer and click Upload to save.



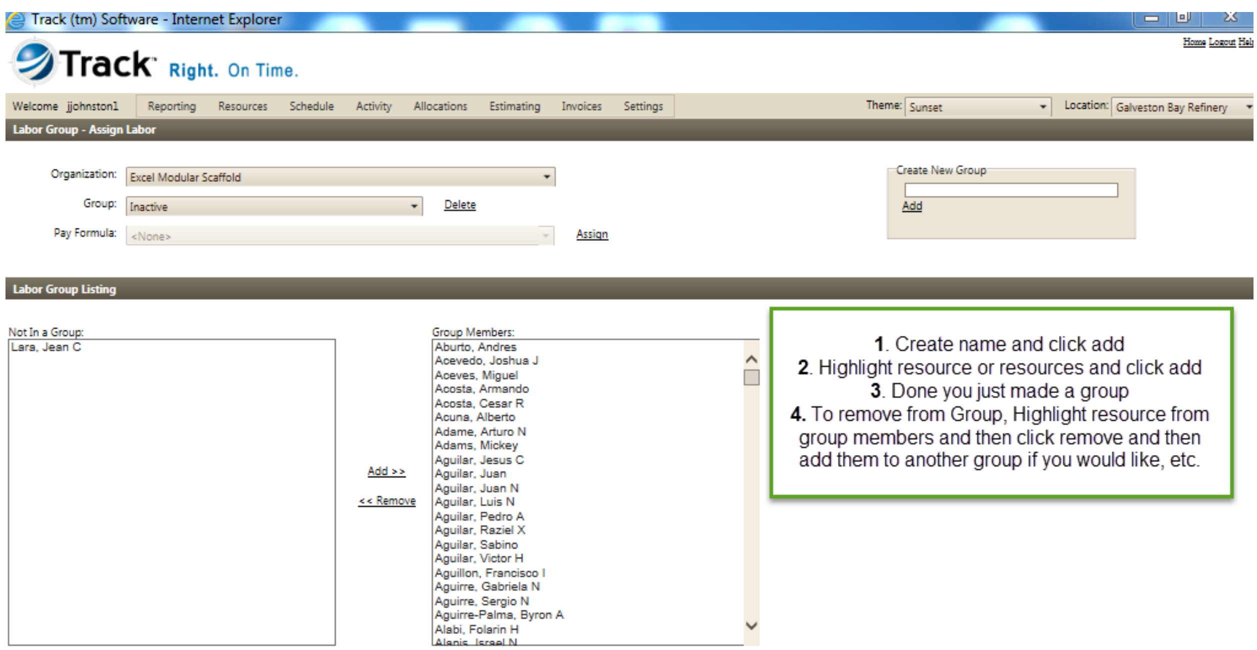
SETTING UP LABOR GROUPS

RESOURCES > ADD RESOURCES > LABOR GROUP

- This feature is useful to group resources together for easier review of net time, allocation, reporting, etc. Labor Groups can be set up for any common category. Example group names: *Nightshift, Days, TAR, Projects, Indirects, Directs, Paint, Scaffold, John's Crew, etc.*



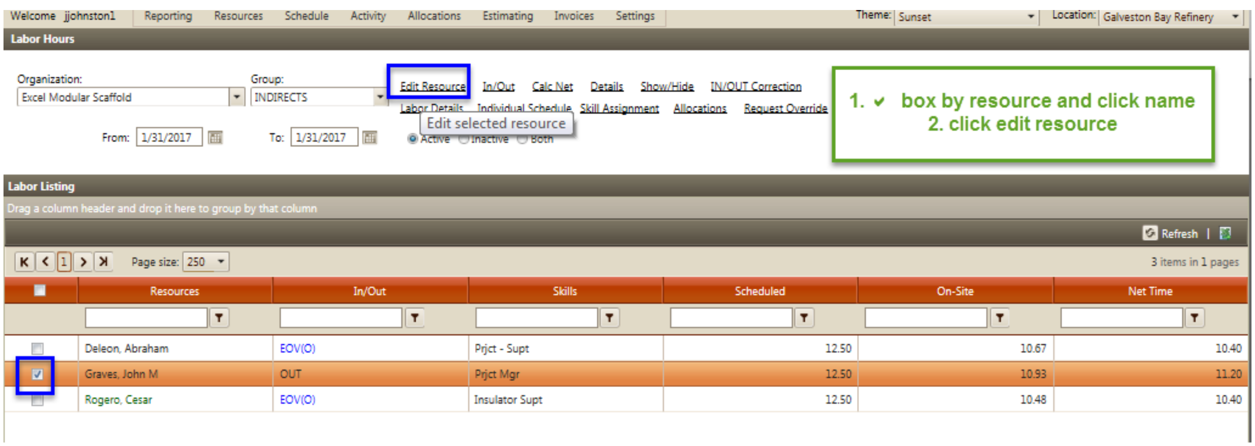
- How to create Labor Groups:



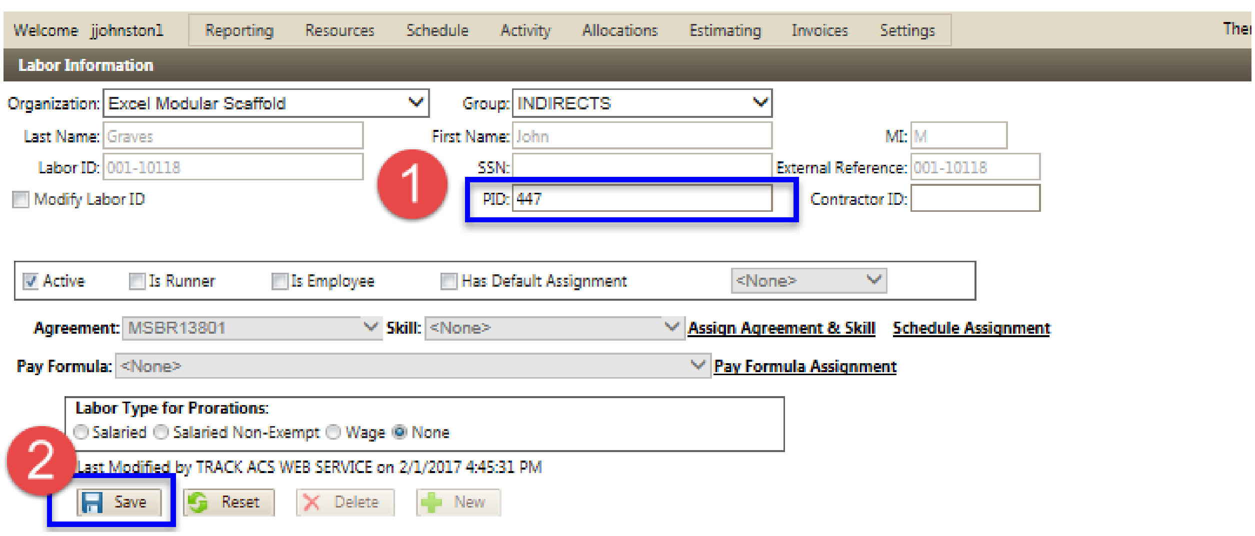
ADDING A PERSONNEL IDENTIFIER (PID)

ACTIVITY > LABOR HOURS > LABOR ACTIVITY

- This feature is useful to add a company's Unique Employee Identifier (employee number) to the resources in Track.
- In the Labor Activity screen, select a resource then click the Edit Resource button:



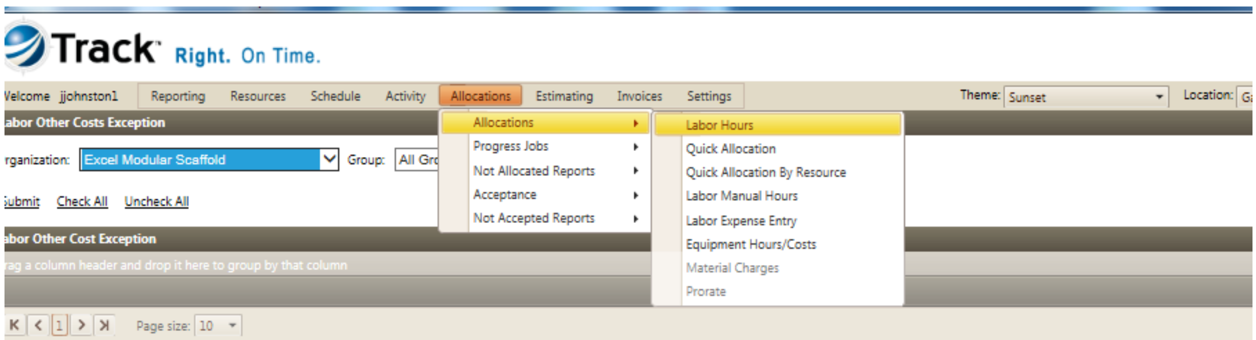
- In the Labor Information screen, enter the unique ID in the PID field, then click Save:



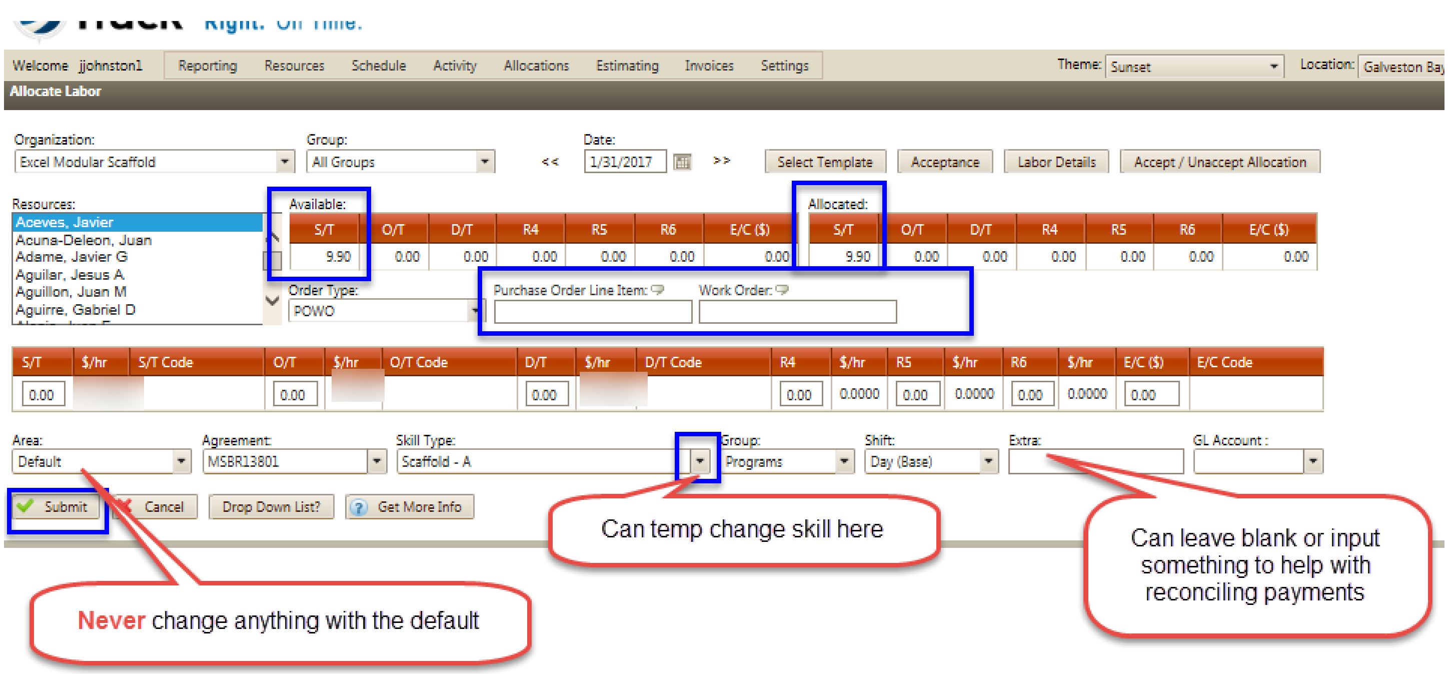
ALLOCATING LABOR

ALLOCATIONS > ALLOCATIONS > LABOR HOUR

There are many different ways to allocate Labor. Below is how to manually allocate one resource at a time.



- Once the resource's desired Net Time is calculated and available to allocate for the date selected, enter the PO, WO, and Extra field (optional but useful for payment application) then click Submit:



Note:

Allow the Area to Default. **Never** edit this field to allow proper approval routing.

The resource's assigned Skill Type will default but the option to update is available for temporary changes **less than one week**.

The Extra field may be useful A/R to reconcile payments received; however, this is an **optional** data field and is not required to be used.

Track allows the Available Hours to be allocated to a single WO or multiple WO#'s. This is done by editing the ST, OT, or DT hour field in the middle section of the screen. Once the first WO# is allocated, the Available Hours remaining to be allocated will be reduced.

Allocations should **ALWAYS** end in a 0 or 5.

NEVER submit a negative allocation to balance the available hours verses allocated hours as a correction. This type of correction can only be done as an Override

Remember to check for **Negatives.**

Example of when negatives happen:

1. Allocate **10** hours but **0** net hours available because wrong schedule and no override was done.
2. Allocated and then asked for override to be deleted before deleting allocation. Have to first delete allocation and then override, otherwise can't get back to allocation to edit or delete, but not allocated report will show negative. Will need to input override just to delete allocation and then delete override….
3. Allocated Per Diem, but then asked for it to be removed will show a negative amount if not first removed from allocation.
4. If calc net is done for the whole week, cumulative hours may change and cause a negative due to not calc netting daily after all overrides processed.

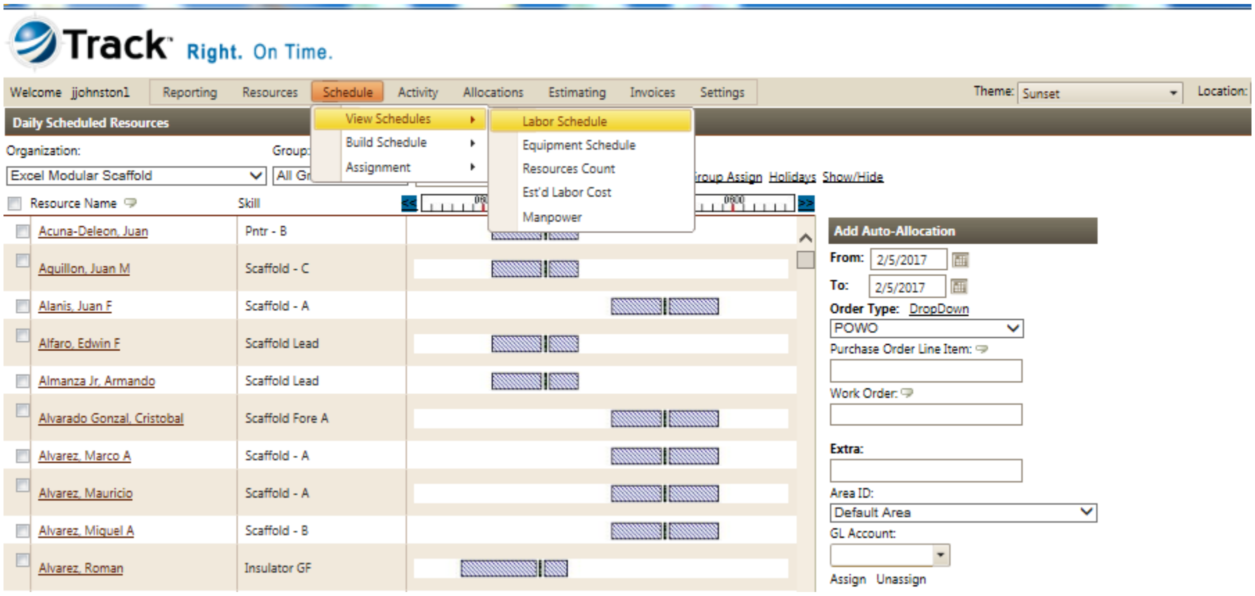
MPC expectations are that allocations need to be done for the previous day by 10am.

USING LABOR ALLOCATION UPLOAD

1. Run M-Allocation Import Form (Excel) – Can only run daily.
2. Review all columns of data and explain what needs to be filled out. Use the Quick Reference guide page 5 & 6 to do this.
3. You'll notice the PID is here if you filled it out on the edit resource screen
4. If you have someone set up with auto-allocation, their PO and MO will be displayed
5. You can change skill, but it has to be a valid skill assigned to your organization.
6. Add time will default to N. If you put Y, it won't allow you to add time.
7. GBR is not using level 3 or 4. If you use auto allocation it may put something in level 3, otherwise leave blank.
8. If you are doing multiple allocations, you will need to insert rows and copy data and modify hours.
9. IF THERE ARE MULTIPLE ALLOCATION YOU MUST REMOVE TOTAL HOURS BEFORE YOU IMPORT
10. Enter invoice #, etc. in Extra Field
11. Save version, then copy and paste into Track Import Template
    a. Settings – Utilities – Track Import
    b. Import Templates – Open – Double click folder – Double click allocation.xls – enable editing – COPY ROW 2 AND DOWN FROM YOUR SPREADSHEET, PASTE SPECIAL VALUES
12. Track will only look at 1st tab and it must say TrackImport
13. Save in a location of your preference – go back to Track
14. Import type =Allocation, Deliminators = excel, ALWAYS CHECK ANALIZE – Browse – locate file – Import.
15. Refresh until you see it processed and you have a log file
16. If log file does not show you proper error, run "import error log" report. You will need your import id.
17. Fix problems – analyze again and one it states it is successful, import again, but this time do not check analyze.
18. Logs listed can be deleted unless the import went in clean. You can't delete, so you can see history.
19. Always check to make sure your allocations are complete by running your non-allocated report or the project management report.

AUTO ALLOCATION

SCHEDULE > VIEW SCHEDULE > LABOR SCHEDULE



- Select group or use all groups
- Select resource or resource's name
- Choose from and to date
- Enter Po#
- Enter WO#
- Extra field if you desire
- **DO NOT** change area Id and GL account
- Assign

Note: You must touch/highlight the resource name on the allocation screen in order for the auto-allocation to populate.

RENTAL EQUIPMENT RECORD (RER)

MPC requires the submittal of Rental Equipment Records (RER) for all contractor company owned equipment billed in Track's Equipment Module.

MPC requires the submittal of an RER **and** CSM for third party equipment rentals billed in Track's Material Module. Copies of all required forms can be obtained from your Track Admin.

<u>Sample RER</u>:

Marathon Petroleum Company LP
Galveston Bay Refinery

EIN# GBR-JDC-3000

(Part 1) RENTAL EQUIPMENT RECORD (RER)

Any and all contractor proposed rental equipment to be brought onto Marathon Petroleum Company LP Property must have an approved Rental Equipment Record (RER) form. Part 1 of this form must be completed, reviewed by MPC authorized personnel, and assigned an Equipment Identification Number (EIN) prior to mobilization of the equipment onto site.

To be completed by Contractor:

UNIT: AREA03

Contractor Name: JOHN DOE CONSTRUCTION

Contract/JO#: 1Q16 TAR WO#: 124556

Description of Equipment: LAPTOP COMPUTER AND HOTSPOT BOX

☑ Company Owned ☐ 3rd Party ☐ MPC provided

Est. Start Date: 02 / 12 / 2015 Est. Stop Date: 12 / 25 / 2015

Notes: ALL PLANNING WILL UDPATE WO/CHARGE NUMBER TO EXECUTION AT START OF TAR

Class: A B C

Fully Loaded Rates: (incl. markup, tax, etc)

Hourly Rate ____ /HR

OR

Day/Week/Month Rate

/ $ 250.00 /

Example: $30/$90/$270

Total Additional Costs:

Mob:

Demob:

Other:

Contractor Authorization: Signature:

On TAR Plan ☑ Yes ☐ No Note:

CSM Rate: ☑ Yes ☑ No $ $ 1.45 /HR

TAR AREA LEAD: Signature:

MPC Proj. Control Authorization: Signature:

CCTS Entry: Initial: JD

Fueled By: ☐ Fuel Truck ☐ Garage

Prokee Issued: ☐ Yes ☑ No

MPC Fuel Approval: (MPC Project Controls) Signature:

(Part 2) ON-SITE ARRIVAL

Contractor Mobilization Request: Date In: / / Time In: : :

Equip ID:

VIN/Serial Number:

Contractor Authorization: Signature:

MPC Logistics Coordinator: Signature:

CCTS MOB Entry Initial:

(Part 3) OFF-SITE AUTHORIZATION

Contractor De-Mobilization Request: Date Out: / / Time Out: : :

Prokee Returned: ☐ Yes ☐ No

Contractor Authorization: Signature:

MPC Logistics Coordinator: Signature:

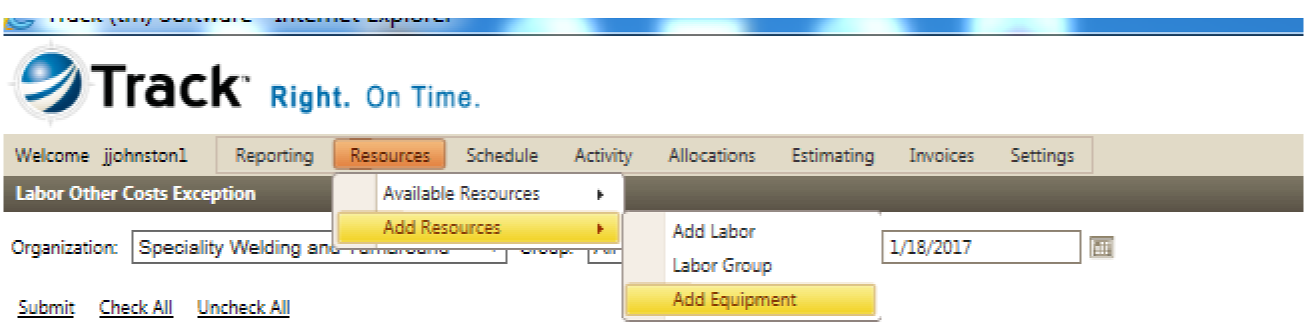
CCTS DEMOB ENTRY Initial:

Total Billable Amount: $ (Required for TAR)

MPC Project Controls Authorization: Signature:

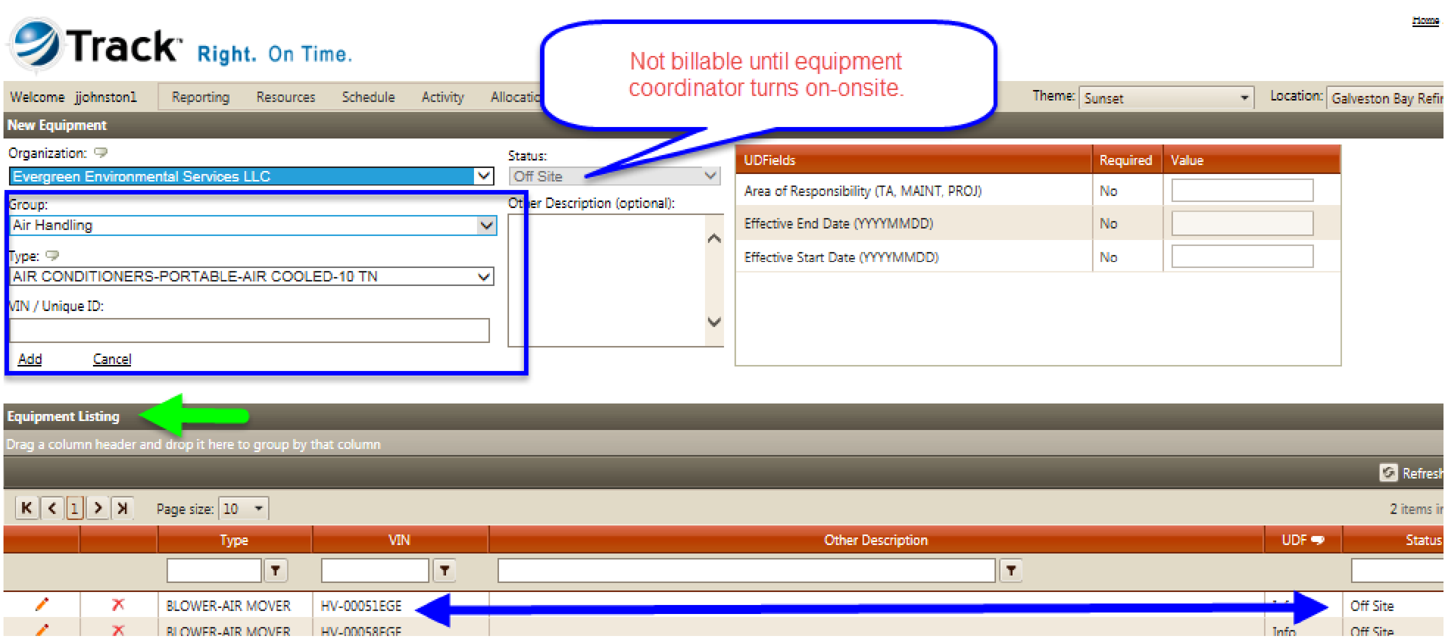
ADDING EQUIPMENT INTO TRACK

RESOURCES > ADD RESOURCES > ADD EQUIPMENT



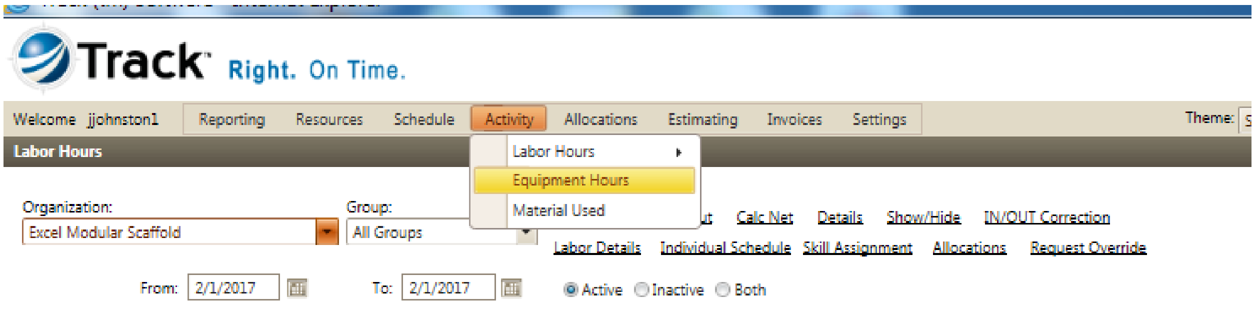
- Run the equipment rates by contract report (the group and type need to match exactly how the equipment rate was setup in track)
- Select the group and type
- Enter the VIN/ Unique ID (match the RER that is how equipment coordinator approves and turns onsite for billing). It is important to have this entered before getting to equipment coordinator cause without it entered they can't do anything with RER in track with turning it on to bill.

Note: There will be an error pop up but don't worry about it, just notice below the "equipment listing line that it is entered".

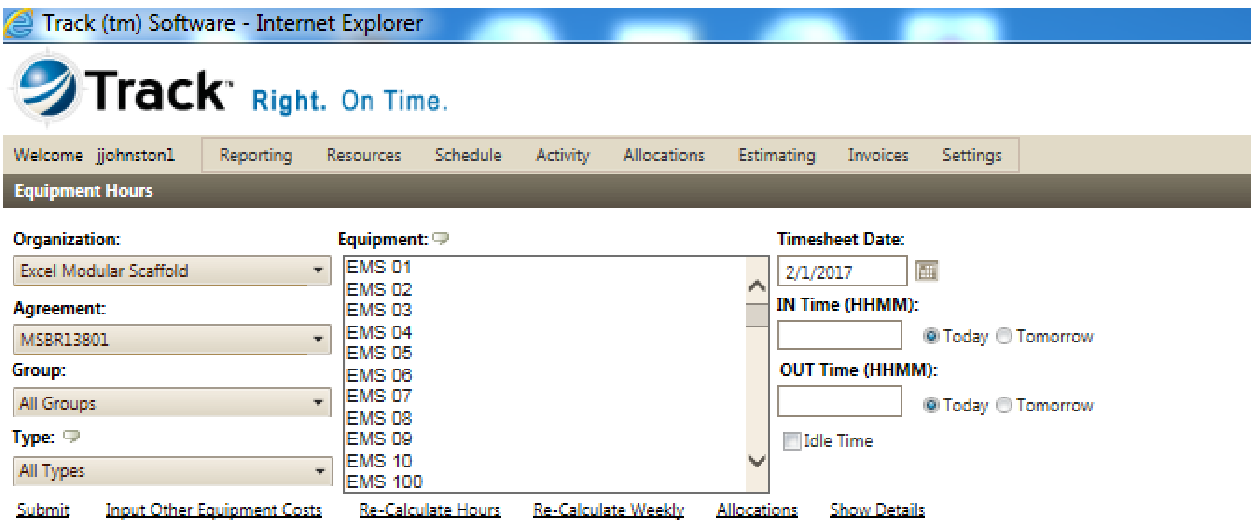


ENTERING EQUIPMENT ACTIVITY HOURS

ACTIVITY > EQUIPMENT HOURS



- Select the Group, Type, Equipment Item, Date, and enter the time IN and the time OUT then click Submit:

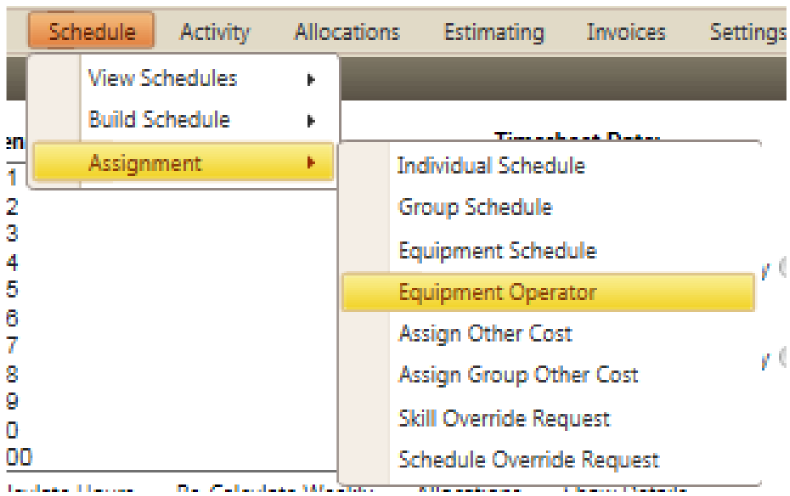


IMPORTANT- You must enter and allocate equipment in **date sequence**.

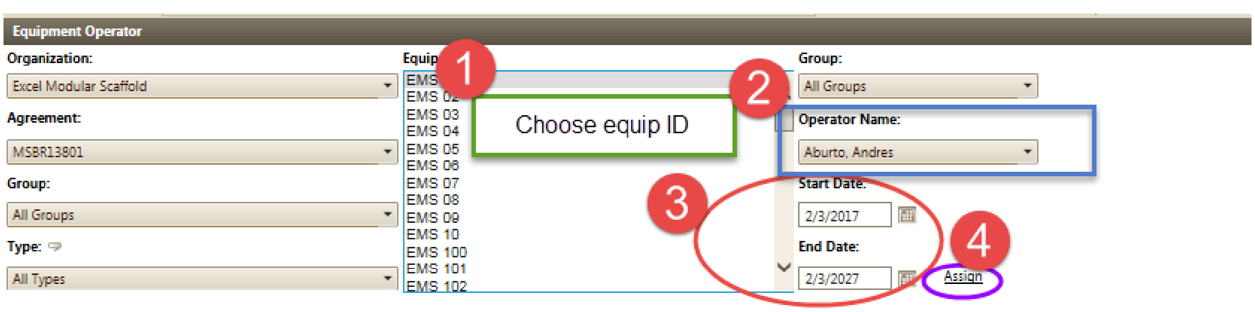
Do not skip a billable day, enter next day, and then try to go back to the day skipped.

SETTING EQUIPMENT UP WITH OPERATOR

SCHEDULE > ASSIGNMENT > EQUIPMENT OPERATOR

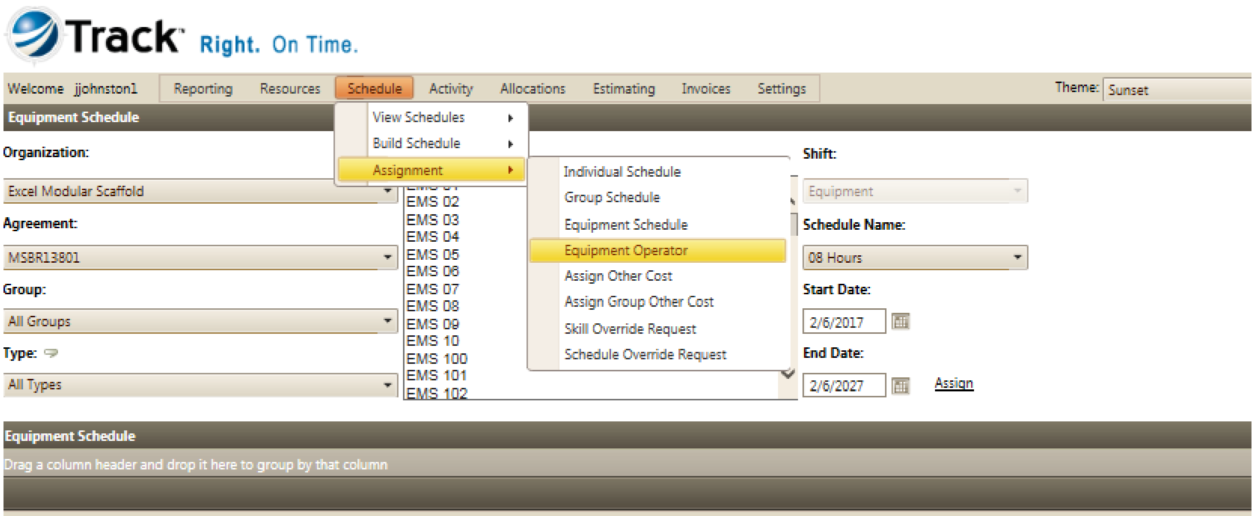


- If you have more than one agreement, be sure to select the correct one.
- Highlight the equip Unique ID
- Choose resource name you want to assign as operator to that equipment
- Choose date range
- Click assign



SETTING EQUIPMENT TO SCHEDULE

SCHEDULE > ASSIGNMENT > EQUIPMENT

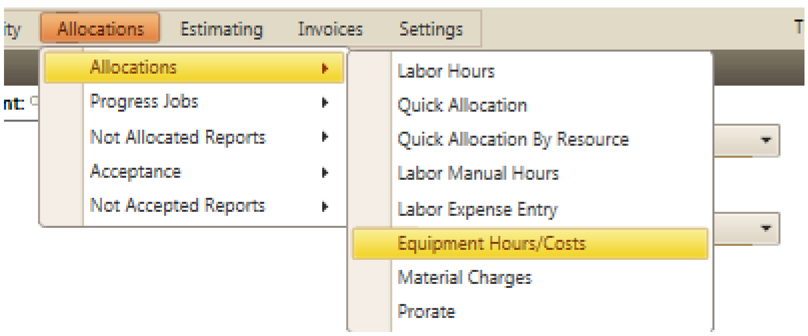


- If you have more than one agreement, be sure to select the correct one.
- Highlight the equip Unique ID or ID's
- Choose schedule name (8, 10, or 12 hour)
- Choose date range
- Click assign

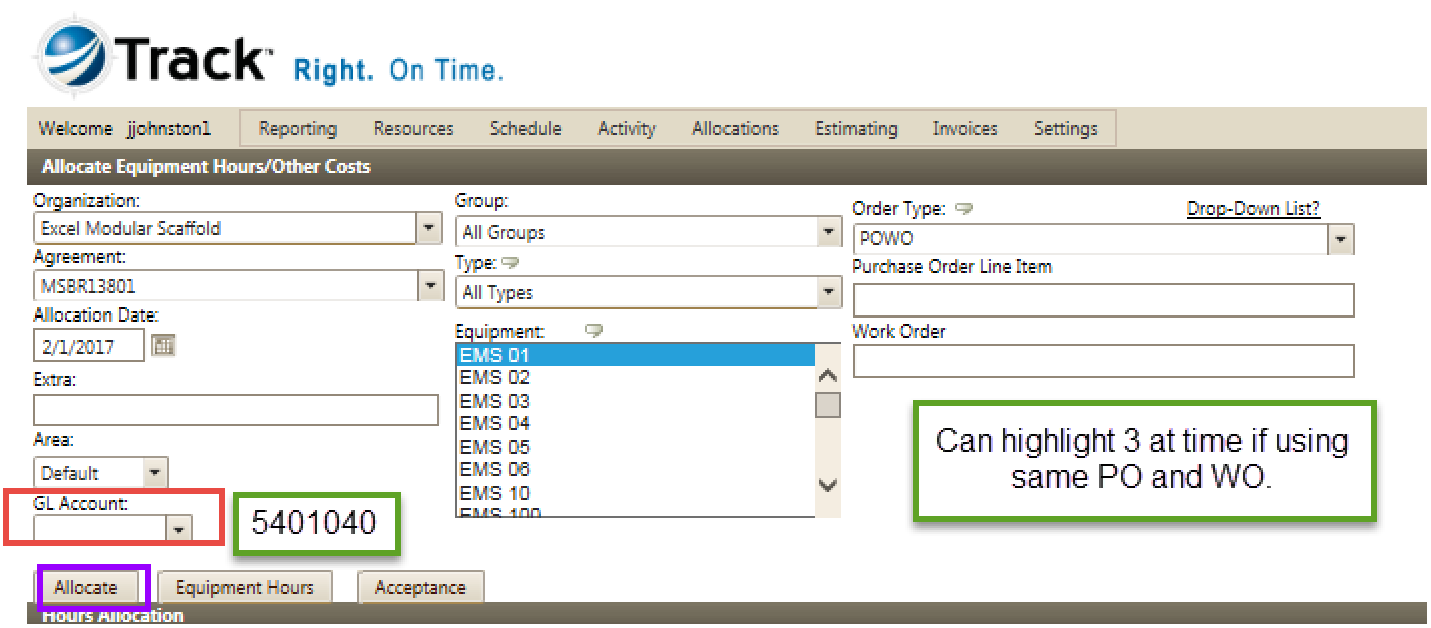
Note: This is good to use if the equipment is being used daily on same amount of hours and is a quick way of getting the hours in track to allocate.

ALLOCATING EQUIPMENT

ALLOCATIONS > ALLOCATIONS > EQUIPMENT HOURS/COSTS

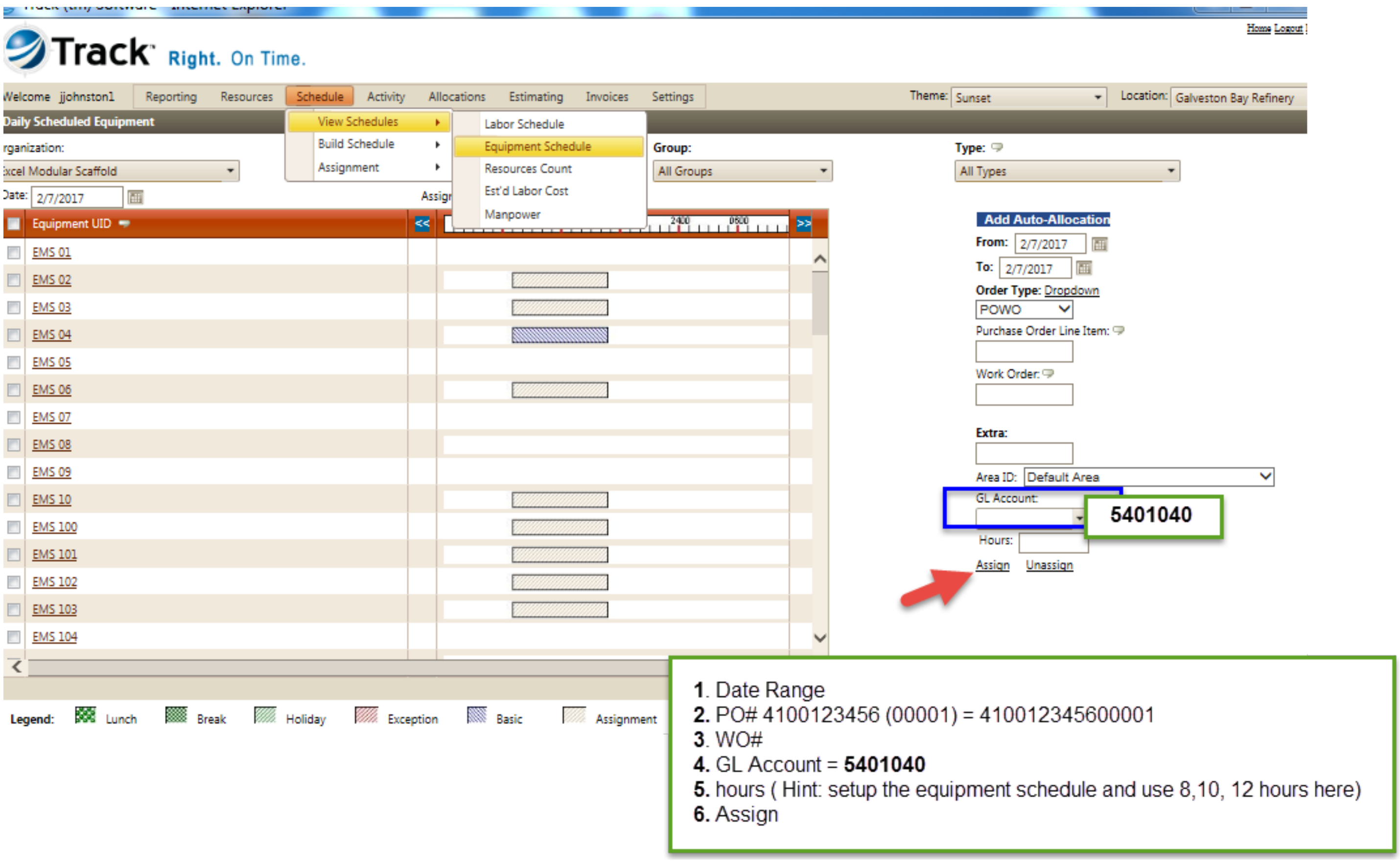


- Select the appropriate Agreement, Allocation Date, Group, Type and Equipment Item
- Enter the 15-digit PO# in the “Purchase Order Line Item” field
- Enter the 7-digit WO# in the “Work Order” field
- Enter the GL Account **5401040 (REQUIRED)**
- Optional use of the Extra field for reconciling payments
- Click Allocate



SETTING EQUIPMENT TO AUTO ALLOCATION

SCHEDULE > VIEW SCHEDULES > EQUIPMENT SCHEDULE

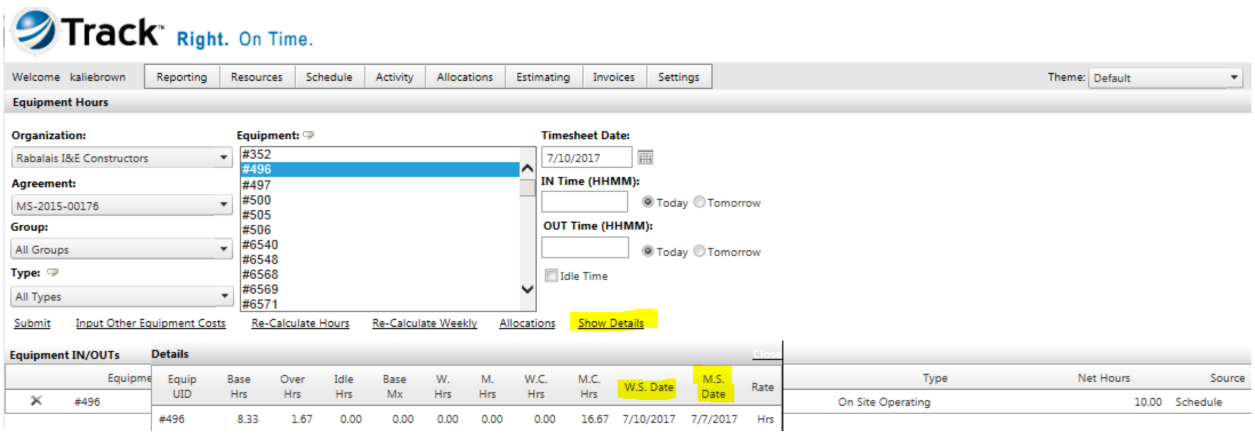


- Enter date range
- Enter the 15-digit PO# in the "Purchase Order Line Item" field
- Enter the 7-digit WO# in the "Work Order" field
- Optional use of the Extra field for reconciling payments
- Enter the GL Account 5401040 (REQUIRED)
- Hours (8, 10, or 12)
- Assign

Note: You must touch/highlight the equipment ID name in allocation screen for the auto-allocation to populate.

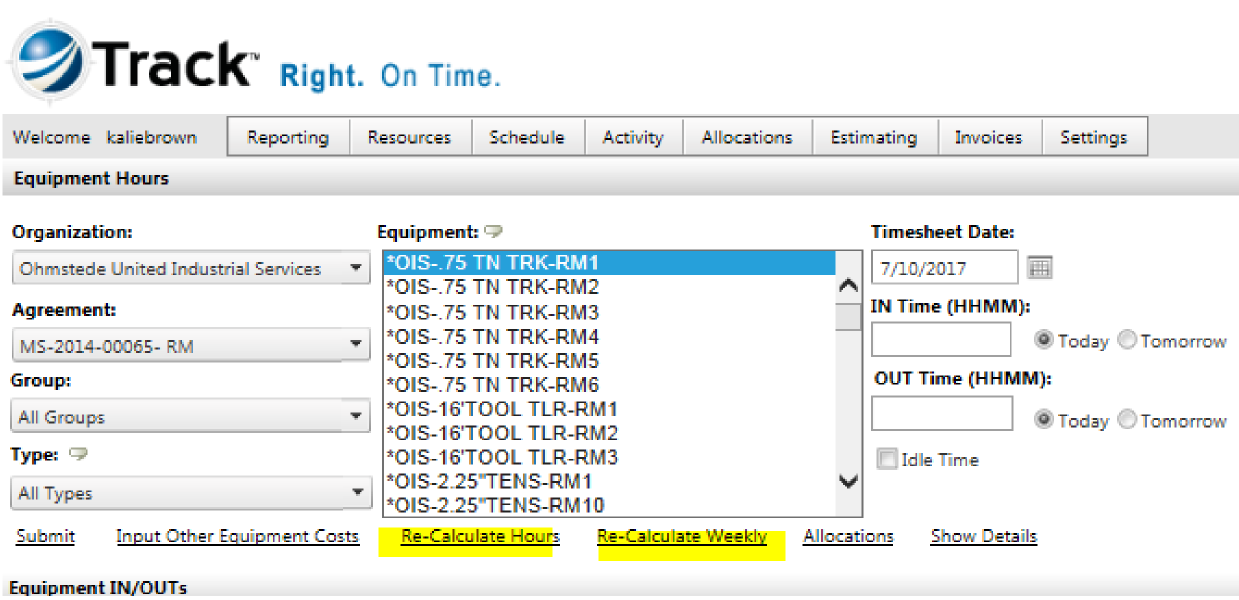
EQUIPMENT DETAILS

- Pull equipment rates by contract report to verify rates and how the equipment has been setup by procurement.
- In equipment hours screen, choose a piece of equipment and then click on “show details” to see week and month start dates. *equip start dates reset after the equip has not been billed for 30 days.



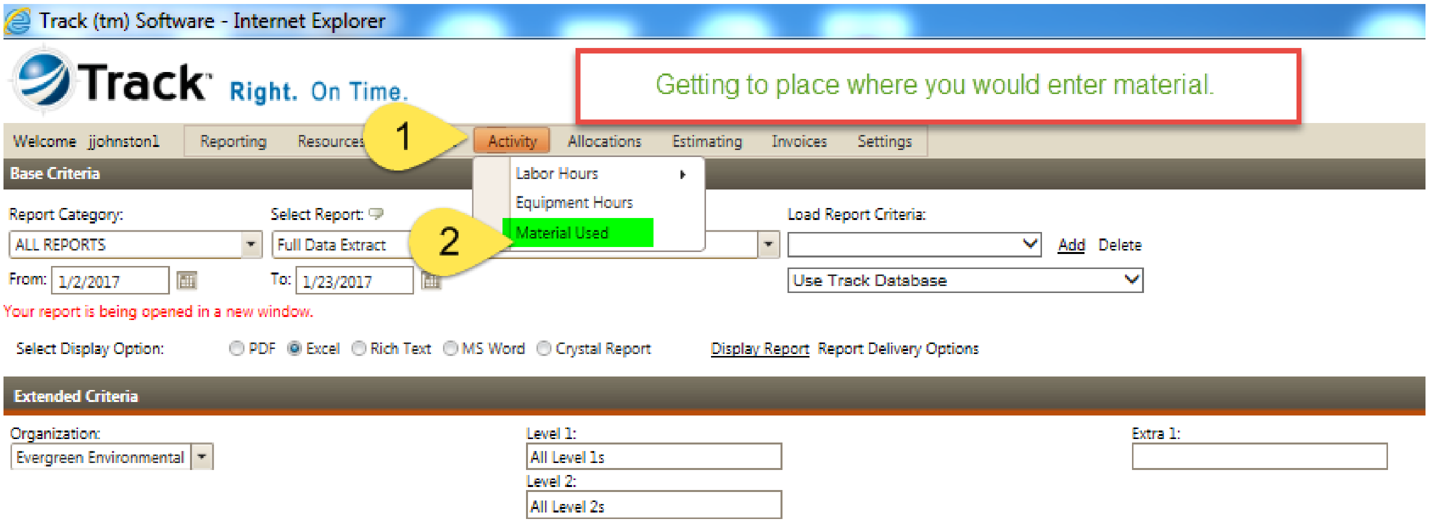
- To verify equipment activity and billing, pull the equipment daily activity & costs report. Based off your monthly start date for the equipment, you can verify that the correct monthly rates have been charged.

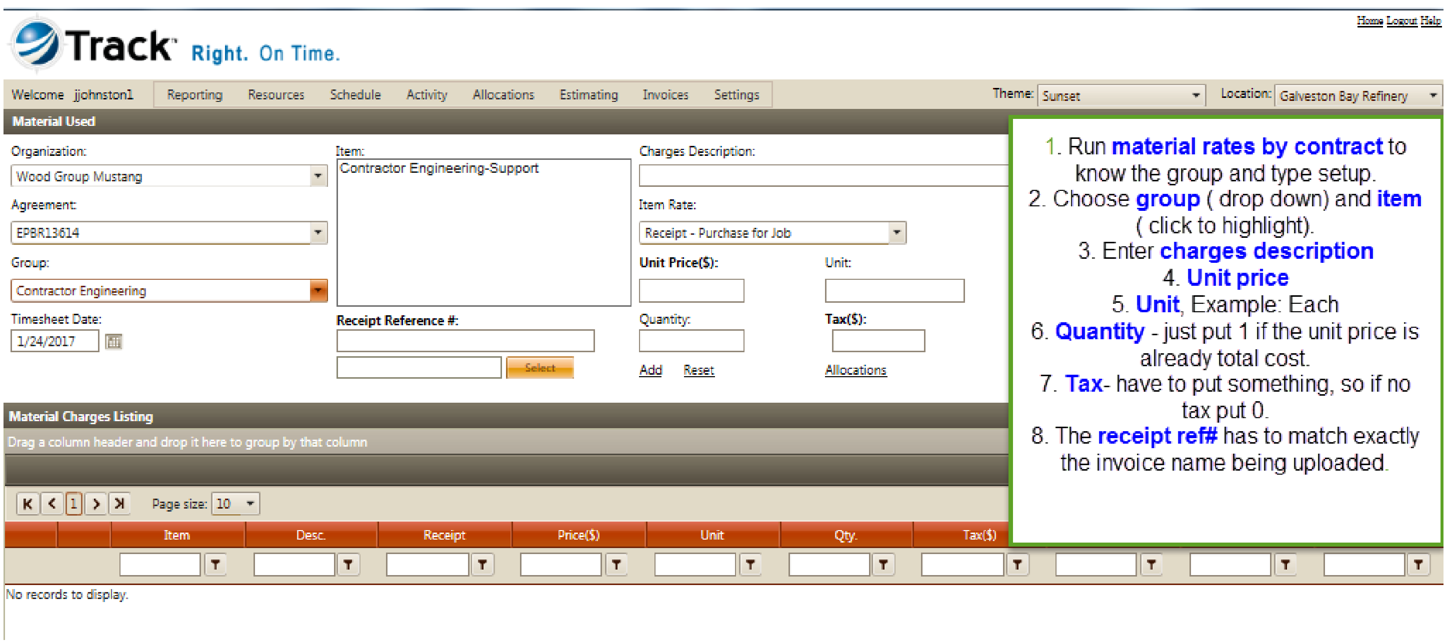
TIP: If you accidentally enter equipment out of order, and the days after the day missed have not been authorized, delete the allocations and then make sure to Re-Calculate day and Re-Calculate week on the equipment hours screens for the days deleted. You will then be able to go back and enter the hours for the day that was skipped without receiving an error.



ENTERING MATERIAL

ACTIVITY > MATERIAL USED

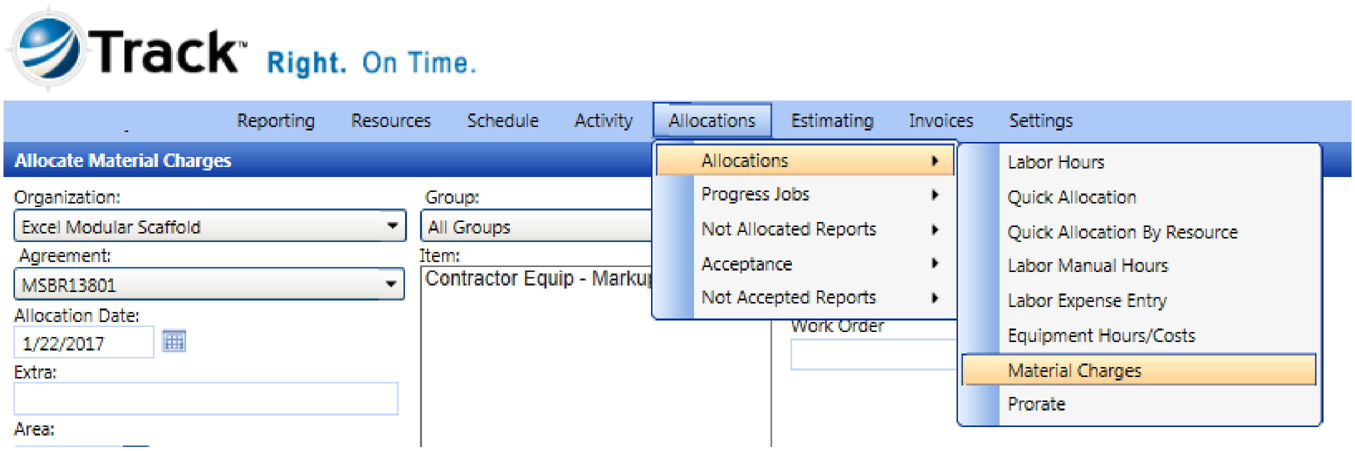




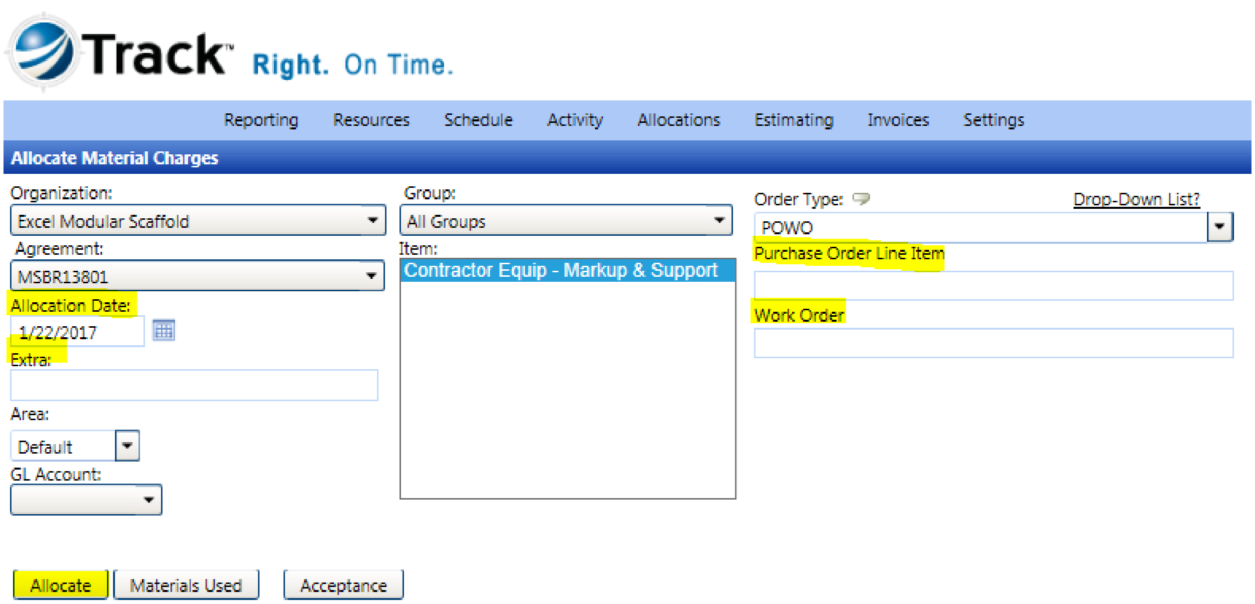
- Note: Run the material rates by contract by double clicking reporting and search in drop down the report and click display report.
- Important: Notice below select when uploading the progress of the load, be patient and be sure to get green circle or dot before clicking add.

ALLOCATING MATERIAL

ALLOCATIONS > ALLOCATIONS > MATERIAL CHARGES

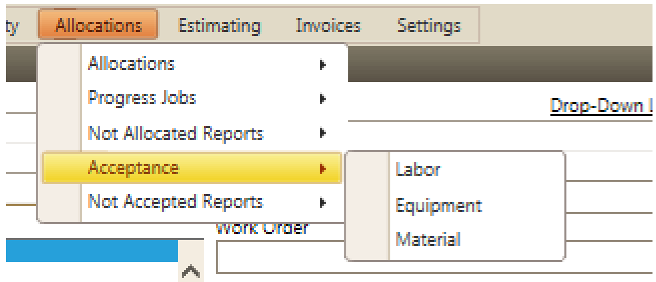


- Select the appropriate Agreement, Allocation Date, Group, and Material Item
- Enter the 15-digit PO# in the "Purchase Order Line Item" field
- Enter the 7-digit WO# in the "Work Order" field
- Optional use of the Extra field for reconciling payments
- Click Allocate

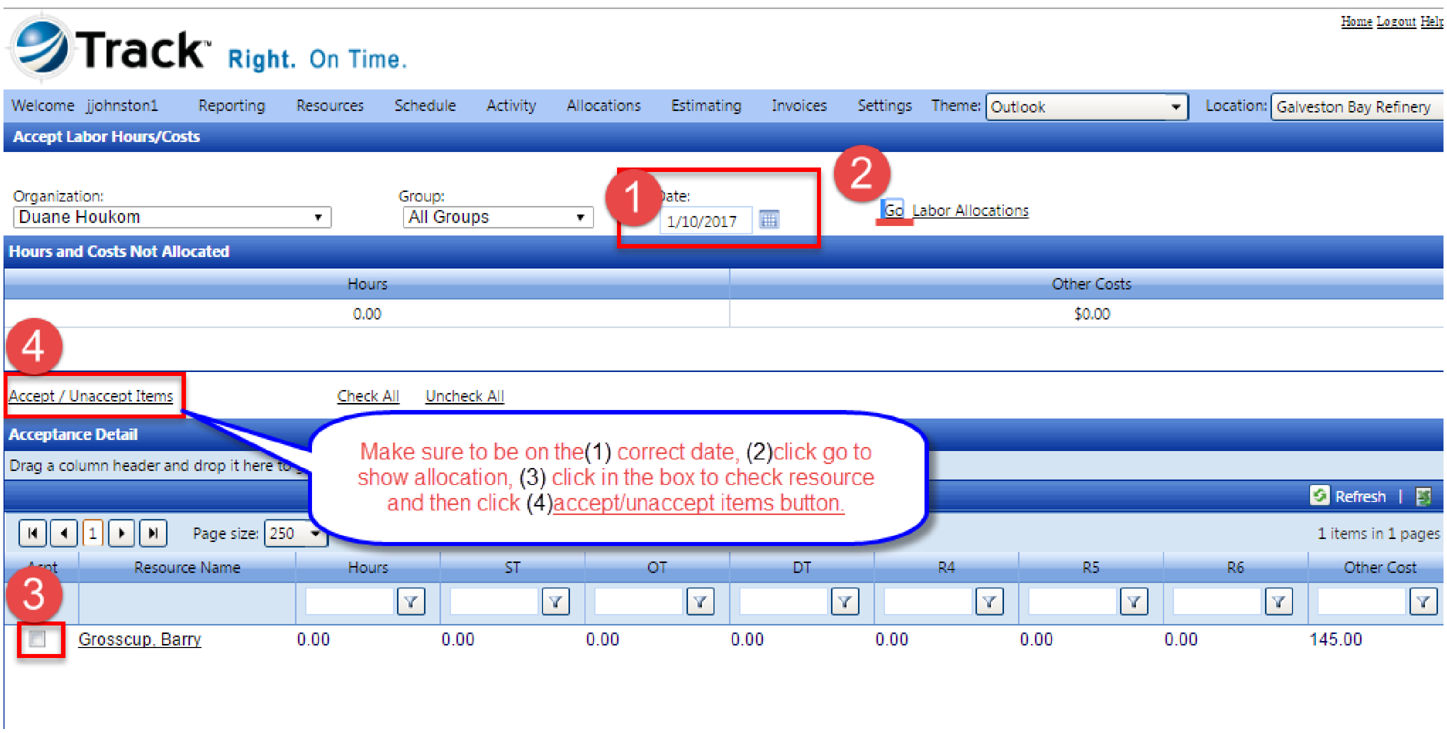


ACCEPTING ALLOCATED COSTS

ALLOCATIONS > ACCEPTANCE > LABOR, EQUIPMENT, OR MATERIAL



Once in screen:



1. Date
2. Click Go
3. ✔ in box one by one or can click check all
4. Click Accept/Unaccept Items to accept, will turn green

Note: To unaccept, do just the opposite -- uncheck and click same Accept/Unaccept button, will turn white.

GBR expectation is that the billing is balanced and accepted within a week.

NOT ALLOCATED/NOT ACCEPTED REPORTS

- Select Allocations / Not Allocated Reports / Labor, Equipment, or Material
- Select the Organization from the Organization drop-down box
- For Labor, you may also select a Group from the Group drop-down box
- Enter the beginning date in the From text box or select the date from the calendar
- Enter the ending date in the To text box or select the date from the calendar (for a date range)
- Click View

NOTE: If all hours and costs have been allocated, a message will be displayed. Changing organizations or dates will not refresh the screen; clicking **View** is the only way to refresh the screen.

FREQUENTLY USED REPORTS

Report Name	Description
Allocated and Not Authorized - w/Area IDs	A listing of allocations awaiting Authorization with Area IDs
Allocation Import Form - Equipment (EXCEL)	A listing of all activity for a date or date range in the layout of the Equipment Allocation import.
Daily Activity	A listing of personnel for an organization by group showing their clocked in and out times, scheduled start and end times, and total time on site.
Equipment Daily Activity & Costs	A listing of equipment activity, allocation, and costs for a date or date range sorted by Company, Group, Type, Equipment ID, and Timesheet date.
Equipment Rates by Contract	A listing of equipment and rates by contract.
Full Data Extract_TotalCost_ERPCodes	Complete extract of all allocation data for Labor, Equipment, and/or Material.
Labor Rates by Contract	A listing of labor rates by Organization, Agreement, and Skill.
Labor Agreement Other Costs Assignments	A listing of all agreements and other costs assignments to labor resources by company. Lists all resources per diem assignments, including start and end dates.
M-Allocation Import Form (Excel)	A listing of personnel with calculated net hours to assist with Allocation imports.
M-Track Reconciliation Report with Authorized Date	By Location, Filters on From and To Date, Organization, Level 1, TS Ref, Inv No.,Extra Field A report for the vendor to use for reconciling the payments received, this reports both accepted and authorized date.
Material Rates by Contract	A listing of material rates by contract.
Personnel Information (Excel)	A listing of personnel with all personnel IDs for Excel.
Personnel List with Agreement, Skill, & Rates	Lists ACTIVE Personnel with their Agreement and Skill assignment with rates.
Total Hours Detail Per Person	A listing of ST/OT/DT and Extra Charges per person per day for a date range. Pull this for the week to easily check 40+

RESOLVING REJECTED ALLOCATIONS

When the Marathon approvers review allocations, they have an option to reject as well as approve. When an allocation is rejected, an internal message is generated and sent to the Timekeeper that accepted the allocation and will appear on their Home screen.

Rejection messages can be overlooked so it is important to run a report for rejected allocations at least once a week. There is a report called “Rejected Allocations”. This report is a PDF version with details, sorted by date, then by person.

Regardless of the reason for the rejection, the allocation must be unaccepted before anything can be done to correct it. Below are examples for resolving the most common types of rejections.

Unaccepting a rejected allocation:

- Select Allocations / Allocations / Labor Hours
- Enter the date in the Date text box
- Select the specific person from the Resources list box
- Click the Accept/Unaccept Allocation link to unaccept all the allocations

- OR

- Select Allocations / Acceptance / Labor
- Enter the date in the Date text box
- Click Go
- Uncheck one or more Personnel from the list (NOTE: All resources with rejected Allocations will have an “R” next to their name
- Click Accept/Unaccept Items (all resources unchecked will become Unaccepted or remain Unaccepted, depending on the current status. All resources checked will become Accepted or remain Accepted, again depending on the current status.)

CONTRACTOR TIMEKEEPER – CHECKLIST

Labor

- Check for Rejected Allocations and/or Overrides
- Identify new resources
- Submit Request for Agreement/Skill & Schedule assignments (PRF) for new resources
- Review Labor Hours for prior working day(s)
- Submit Requests for Overrides
- Allocate Labor Hours and Costs
- Run Not Allocated Report
- Run daily reports
- Accept Allocated hours weekly after you have balanced payroll.
- Run Not Accepted Report

Material

- Check for Rejected Allocations
- Add Material used for a Timesheet Date
- Attach backup documentation for Receipt Required Material Items
- Allocate Material Costs
- Run Not Allocated Report
- Accept Material Costs
- Run Not Accepted Report
- Run daily reports

Equipment

- Check for Rejected Allocations
- Enter Unique Equipment ID (manually) for new equipment
- Submit RERs for Approval to the Equipment Coordinator
- Enter Equipment Hours
- Allocate Equipment Hours and Costs
- Run Not Allocated Report
- Accept Equipment Hours and Costs
- Run Not Accepted Report
- Run daily reports