

# HQ WebConnect Manual

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Installation  
Overview



User Options  
Lookup  
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Reports



Customers  
Employees  
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Time Slips



Pay Out  
Invoices  
A/R



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## HQ WebConnect Overview

HQ WebConnect is Hire Quest’s proprietary software specifically designed for the Trojan Labor and Acrux Staffing franchise models. This application uses a multi-document interface similar to Microsoft Word or Excel in that you have one main window that contains menu items, toolbars and other windows.

Although it is a windows application where you typically have to use your mouse a lot, we have made it keyboard friendly so that you can quickly enter in information.

When you first look at the application, you’ll notice that there are 3 major items (Figure 1):

1. The **Main** menu bar at top.
2. The **Search and Edit Tool Bar** docked on the left hand side
3. The **Navigation Menu** displaying a flowchart of daily operational functions

The **Search and Edit** and the **Navigation** window provide easy logical access to all your daily operational functions. You can easily hide them by toggling the **View** menu items (Figure 2).

Every operational function can also be accessed through the Main Menu bar items as well. In addition to the operational menu items, we have support type menus such as **Window**, where you can access any of the currently opened or minimized windows. If you are new to Windows-based applications, beware of keeping too many windows open and always close windows that you aren’t using. It can sometimes be confusing when the window you are looking for gets buried beneath other windows.

One important thing to understand is you’re your data resides on a server at HqWebConnect communicates to this database over the internet using SSL 128-bit security so all you need is an internet connection. Although it will run using a dial-up modem, a cable modem, DSL, or T1 broad band internet connection is strongly recommended. You also must have all service packs for your Microsoft operating system installed, especially the .Net Framework, before you install HQ WebConnect.

Figure 1

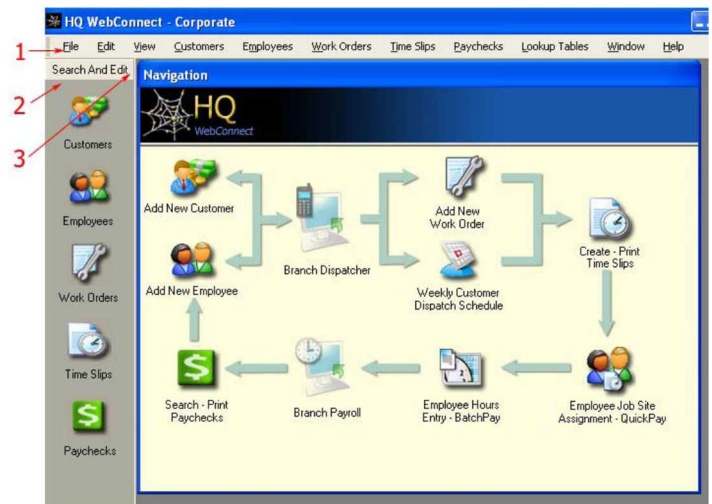
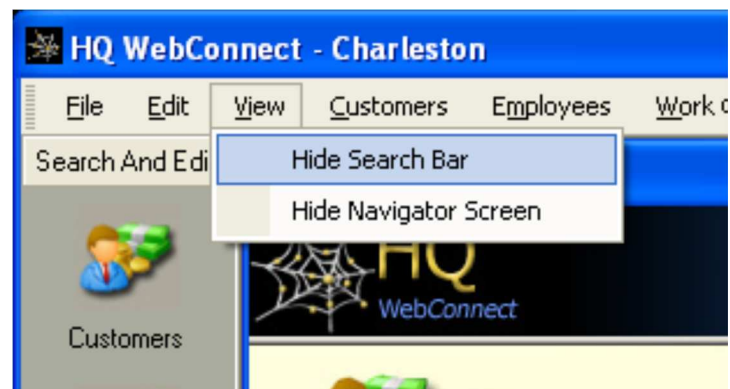


Figure 2



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## 1. Introduction

### 1.1 System Requirements

1.1.1. Broadband access to the internet (a DSL, cable modem or T1). We DO NOT recommend a dial-up connection as your primary connection to the internet although it is not a bad idea to have one for a backup connection. HQ WebConnect will run very slow on dial-up and is barely tolerable in a production environment.

1.1.2. A Pentium 4 class CPU with at least 500 MB RAM is recommended. The operating system should be Window XP Professional (not the Home edition) and you need to make sure it has all the latest service packs installed, including the .Net Framework, which is required to install HQ WebConnect.

1.1.3. A login and password from Hire Quest.

1.1.4. (1) Okidata 320 Turbo dot matrix printer for time slips.

1.1.5. (1) Laser or ink jet printer to print pay stubs.

### 1.2 Installation

#### 1.2.1 Installation by CD

1.2.1.1 HQWebConnectSetup.msi – double click this file on the installation CD to install HQ WebConnect.

1.2.1.2 Windows Live Messenger- double click this file to install software to be connect to Hire Quest Support via the internet and instant messaging.

#### 1.2.2 Installation by Download

1.2.2.1 Go to [corporate.hqwebconnect.com](http://corporate.hqwebconnect.com)

1.2.2.2 Log into the internal use website using the same credentials as HQWebConnect.

1.2.2.3 Go to the downloads tab and click on HQWebConnect

1.2.2.4 After the download completes locate the HQWebConnectSetup.msi – double click this file to install HQ WebConnect.

### 1.2.3 Installing Updates

1.2.3.1 Once released by Hire Quest, updates will installed automatically upon logging into the system.

#### 1.3 Setting up your Paycheck Printer for printing pay stubs.

1.3.1. Use the installation CD that came with the printer to install it onto the computer.

1.3.2. Go to the Start menu, Control Panel then open the Printers and Faxes window.

1.3.3. With the mouse, right click on the printer name that was just installed and choose "Rename."

1.3.4. Type "Paycheck" for the new name. Note: capitalization affects the name of a printer. Make sure the printer is now called Paycheck with a capital "P" and a lower case "aycheck".

1.3.5. If HQ WebConnect is open, close it. Log back in and print a check to compare all information including bank routing and account numbers and name printed correctly on the paycheck.

#### 1.4 Setting up your Ticket Printer

1.4.1. Go to the Start menu, Control Panel. Open the Printers and Faxes window. Click on Add a Printer.

- a. Click "Next"
- b. Select "Local Printer Attached to this computer" and Uncheck "Automatically Detect and Install my Plug and Play" then " Next"
- c. Select to use "LPT1" port and then "Next"
- d. Select the manufacturer of your printer in the left column, and then the model of your printer in the right column. (Okidata and Okidata 320 Turbo D (IBM) will be typical)
- e. Select "Keep Existing Driver" and then "Next"
- f. Printer Name type: "Ticket" exactly and select "No" for the default printer and then "Next"
- g. Then select "Next" "Next" "Finish".

1.4.2. The next thing we have to do is set up the paper sizes for the print driver:

a. Select/Highlight the "Ticket" printer driver from the Printers and Faxes dialogue then go to the File- Server Properties menu item. Check the "Create a new form" checkbox and type exactly "Custom 8.5x4" as the Form Name. In the Form Description area below, enter a Width of "8.50in" and a Height of "4.00in" and leave everything else as defaulted. After that, click the "Save Form" command button.

1.4.3. The following are OkiData Printer settings for your information only. In order to change any of the settings first hold down both the shift and Menu buttons until the word "Menu" lights up. Then press the LF/Group button. One setting will print on paper. If it does not say the correct setting, press the Set button continuously until it says the correct one. (Ex. the Printer Control should be set on the Epson FX setting, see all suggested settings below).

Printer Control	Emulation Mode	EPSON FX
Font	Print Mode	Utility
Symbol Sets	Character Set	Set I
Rear Feed	Line Spacing	6 LPI
Bottom Feed	Line Spacing	6 LPI
Top Feed	Line Spacing	6 LPI
Set-Up	Graphics	Uni-directional
Parallel I/F	I-Prime	Buffer Print



## 2. User Options

### 2.1 Getting Started

2.1.1 Set up your User Option outlined below before attempting any daily operation in HQ WebConnect. This is Located in the File/User Options menu. There are 6 tabs that you need to look at and set up that are login sensitive. Different user logins will require set up also.

### 2.2 User Options Window

2.2.1 The General Tab: Allows you to set your default area code for new phone numbers.

2.2.2 On the Customer Tab: Select your customer comp code states. You must select you comp code state(s) before entering new customers. This is login sensitive so different logins will have to set this up as well. Figure 4b

2.2.3 The Employee Tab: allows you to set a default Skill Code. If you select "Gen-Labor" as a default skill-code for when adding new employees. All of your employees will be imported with "Gen-Labor" as a skill-code.

2.2.4 Work Order Tab: allows you to set a default skill code and set default equipment requirements for new work orders. If you select "Gen-Labor" as a default skill-code for when adding new Work Orders. All of your Work Orders will be imported with "Gen-Labor" as a skill-code.

2.2.5 Time Slips Tab: Allows you to set the default to create one time slip for each employee. Checking this option will default the corresponding checkboxes to True on the Work Order's Work Dates tab and the Create- Print Time Slips window. By being checked it will create one time slip for each employee required on customer's Work Order.

2.2.6 Paychecks Tab: Allows you to set HQ WebConnect to automatically refresh employees at JobSites / QuickPay Window.

Figure 4a

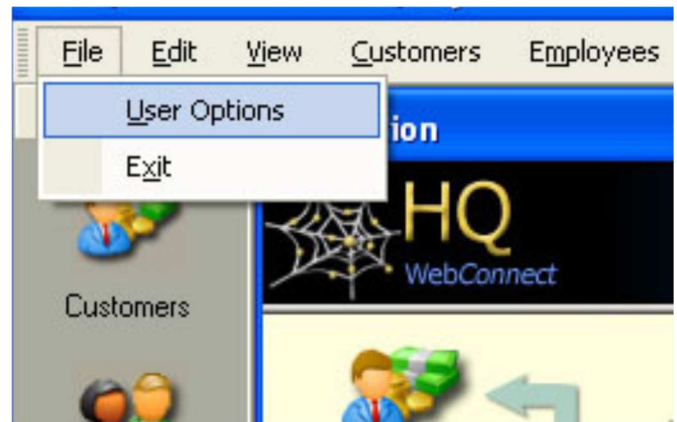
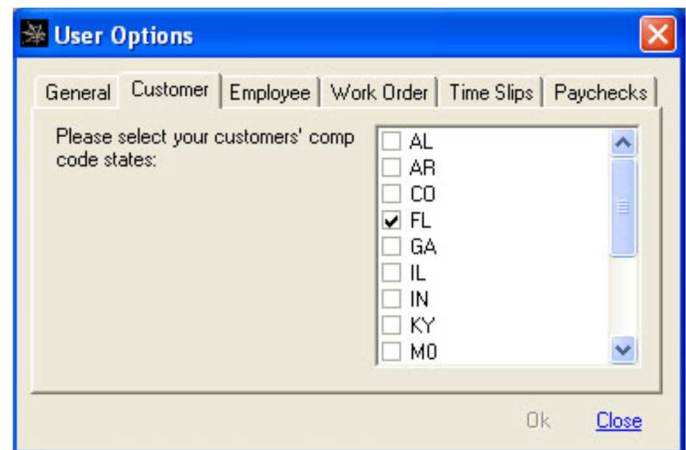


Figure 4b

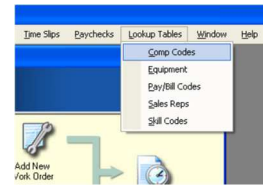




### 3.1 Managing Prospects

3.1.1 The **Prospects** menu item contains the following options, Search/Edit, Add New Prospect, Search Calendar events / Notes, and Reports. (Figure 3.1).

Fig 3.1



3.1.1.1 To add a new prospect select **Add New Prospect** and enter the following information on the prospect (Figure 3.2)

- Company Name.
- Jobsite/Dept.
- Contacts First Name.
- Contacts Middle Name (if known).
- Contacts Last Name.
- Select the proper Salutation.
- Title.
- Address.
- Phone Number/Extension.
- Mobile/Direct Number.
- Fax number (if known).
- Email (if known).
- Click on Sales Rep and select the Sales Rep for the contact.
- Projected Annual Sales Volume (if known).
- And select the Yearly Sales Volume Classification.
- select **Save** to create the prospect record.

Fig 3.2

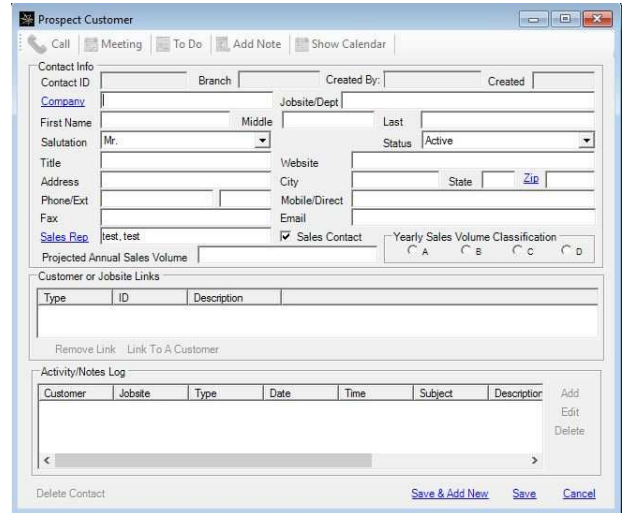
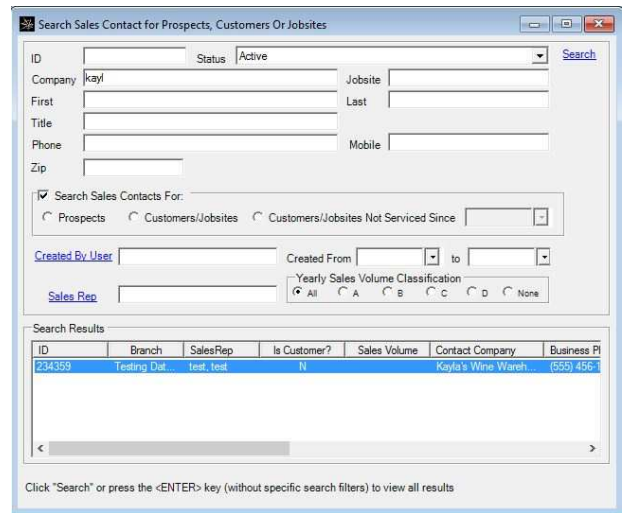


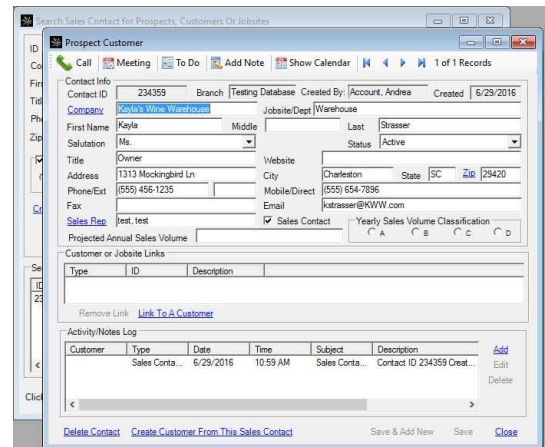
Fig 3.3

3.1.1.2 To add notes to an existing prospect first select Prospects-Search/Edit and enter the customer name. (Fig 3.3) (Note partial values are accepted) the results will display in the search results window. Double clicking on the result will open the Prospect Record (Fig 3.4).



3.1.1.3 To enter a note into the prospect record under the Activity/Notes Log click on add on the lower right side of the frame. The New Calendar Event window will open up. (Fig 3.5)

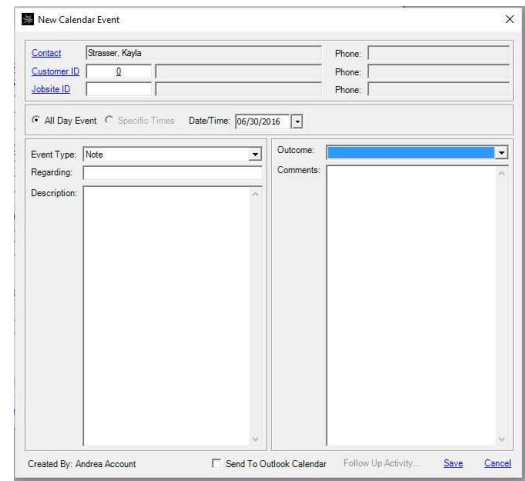
Fig 3.4



3.1.1.4 In the New Calendar Event window select the event type in the lower left hand portion of the window. Your choices for event type will be Personal Visit, Phone Call, Mailer/E-mail/Fax and Note. Select which ever type best fits the note you want to make. Then enter the following;

- Regarding:** What the event was regarding (
- Description:** Any pertinent details about the event.
- Outcome:** Select the appropriate outcome for the event if applicable. Your choices are Completed, Rescheduled, Canceled.
- Comments:** Enter any additional comments here.

Fig 3.5



3.1.1.5 Once all information has been entered select SAVE and close the close the New Calendar Event window.

Fig 3.6

### 3.2 Reports

3.2.1 There are two reports available for prospect management the All/New prospects report and the Calendar Events/Notes Report.

3.2.1.1 The All/New prospects report allows you to see either all new prospects added during a specific date range or by selecting the "Show All Contacts" box, all contacts added during the desired date range. (Fig 3.6)

3.2.1.2 The report will open in the viewer and display the search results. (Fig 3.7)

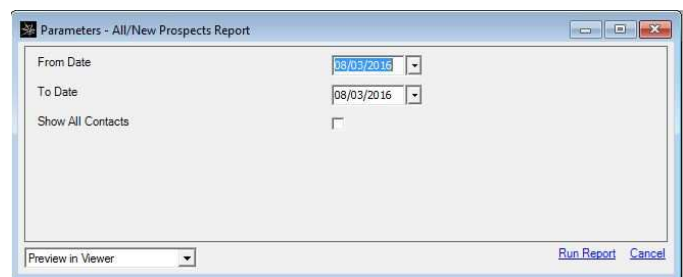


Fig 3.7

All Contacts Report

Report Date: 8/3/2016

ID	Company Name	Contact	Address	City	State	Zip	Phone #	Fax #	Created By	Created Date
160206	0122	123567	123 Winner Street	Winerville	CO	12345	1234567890	1111111111	Andrea Account	5/13/2014
160205	789	101							Andrea Account	5/13/2014
160204	01								Andrea Account	5/13/2014
234359	Kayla's Wine Warehouse	Kayla Strasser	1313 Mockingbird Ln	Charleston	SC	29420	(555) 456-1235		Andrea Account	6/29/2016
<b>Branch Total:</b>		<b>4</b>								



3.2.1.3 The Calendar Events/Notes Report all Calendar Events/Notes for the selected date range. You can also look up Events/Notes by user or event type. (Fig 3.8)

3.2.1.4 The report will open in the viewer and display the search results. (Fig 3.9)

Fig 3.8

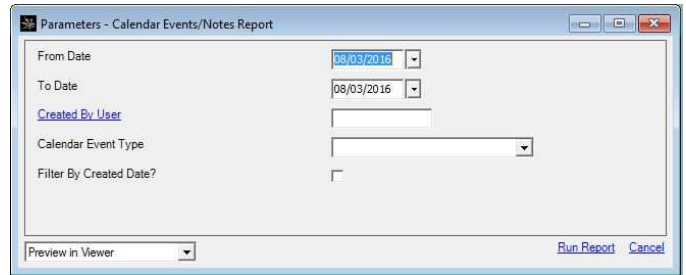


Fig 3.9

**Calendar Events/Notes Report**  
Report Date: 8/3/2016  
11/1/2014 - 8/3/2016

**Testing Database**

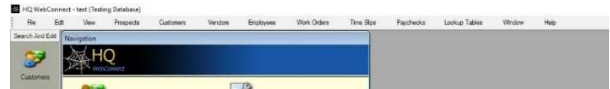
<b>Customer Sales Contact</b>	Adriens Camera	<b>JobSite Department:</b>	<b>Contact:</b> barney
<b>Created By:</b> Andrea Account	<b>Created:</b> 2/17/2014 9:46:23 AM	<b>Event Dates:</b> 2/17/2014 9:45:00 AM	<b>To:</b> 2/17/2014 9:45:00 AM
<b>Event Type:</b> Phone Call	<b>Overview:</b>	<b>Notes:</b> testtest	
<b>Customer (No Contact)</b>	Carl Smith Landscaping	<b>JobSite Department:</b>	<b>Contact:</b>
<b>Created By:</b> Andrea Account	<b>Created:</b> 2/17/2014 9:50:08 AM	<b>Event Dates:</b> 2/17/2014 9:50:00 AM	<b>To:</b> 2/17/2014 9:50:00 AM
<b>Event Type:</b> Phone Call	<b>Overview:</b>	<b>Notes:</b> testng	
<b>Prospect</b>	JH	<b>JobSite Department:</b>	<b>Contact:</b>
<b>Created By:</b> Andrea Account	<b>Created:</b> 5/13/2014 11:34:08 AM	<b>Event Dates:</b> 5/13/2014 11:34:00 AM	<b>To:</b> 5/13/2014 11:34:00 AM
<b>Event Type:</b> Sales Contact Created	<b>Overview:</b> Sales Contact Created	<b>Notes:</b> Contact ID 186364 Created	
<b>Prospect</b>	789	<b>JobSite Department:</b>	<b>Contact:</b>
<b>Created By:</b> Andrea Account	<b>Created:</b> 5/13/2014 11:35:52 AM	<b>Event Dates:</b> 5/13/2014 11:35:52 AM	<b>To:</b> 5/13/2014 11:35:52 AM
<b>Event Type:</b> Sales Contact Created	<b>Overview:</b> Sales Contact Created	<b>Notes:</b> Contact ID 186365 Created	

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## 4. Customer Main Window

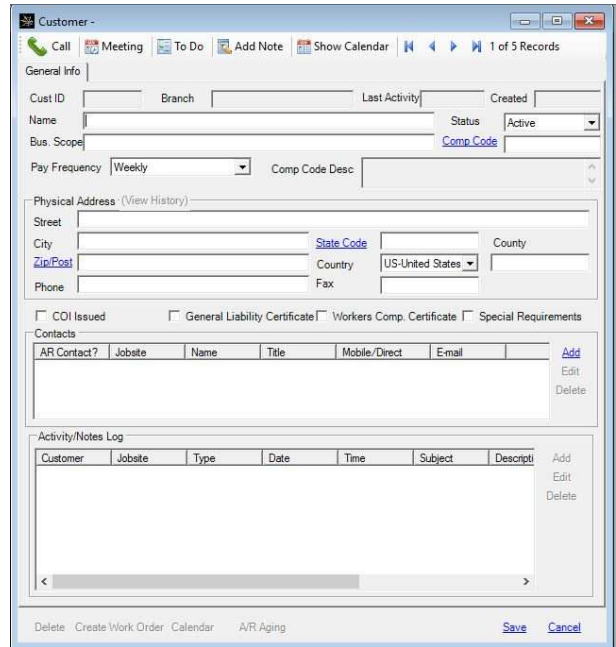
### 4.1 Adding a New Customer

4.1.1. From the top menu select the Customer/Add New Customer menu item.



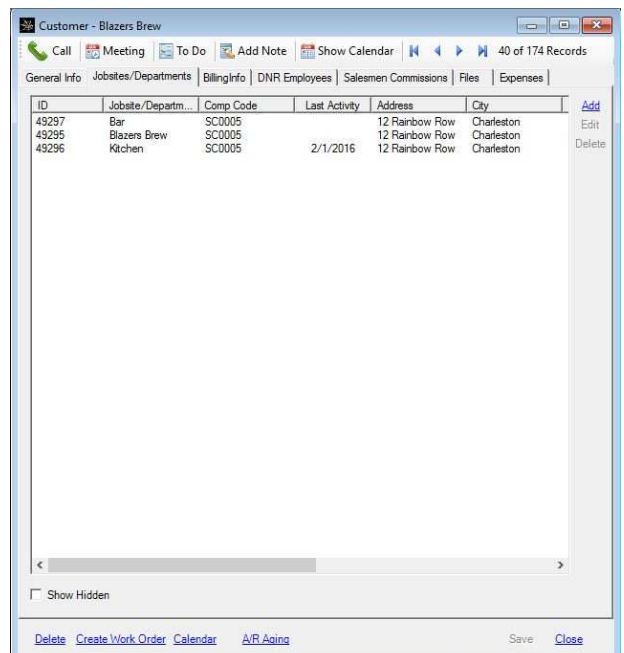
4.1.2. Enter all fields on the General Info tab. If you do not see any comp codes to choose from in the "Comp Code" dropdown then you need to add your comp code states in the File/User Options menu item. Comp codes get applied when an employee gets paid.

4.1.3. Click the "Save" link at the bottom right of the screen. This will make the other tabs visible.



Go to the Job Sites tab. Every customer has at least one job site for itself. Double-click a row to open up the job site window or hi-light the row and click the "Edit" link. It is important to note that in this system, customers can have more than one job site. Add additional job sites here by clicking the "Add" link to the right of the grid.

**DO NOT add new customers to add additional jobsites if the customer already exists in the system.**





4.1.4. In the Job Site window, the Site Name field is defaulted to the customer Name field in the General Info tab. The Comp Code is defaulted to the same comp code on the General Info Tab. Job Sites can have a different comp code from the main customer record; however, this change must be made by Hire Quest. The job site address that is entered here will print on the invoice.

a. The "PO # Required" checkbox forces the user to enter a PO# for each invoice before billing.

b. The "Non-Variable / Variable" selection is for the Affordable Care Act (ACA). It is important when creating a new Job Site that this is properly selected before the first person is assigned to the Job Site. New Job Sites default to Non-Variable which means all employees assigned to that site are immediately eligible for ACA. If the Job Site is Variable, then the employees become eligible after working a specific number of hours.

c. The contacts window allows you to enter and manage contacts for the Job Site.

d. The Activity/Notes Log, allows you to make various notes relating to sales and customer service activity.

e. The "Requires Certified Payroll Reporting" checkbox at the bottom left of the Job Site window. Check this box if this customer's job site requires government certified payroll reporting.

4.1.5. On the Billing Info tab, you can change the billing address if it is different from the physical address of the customer.

Note: there is a checkbox to insert information "same as Physical Address."

4.1.6 A Pay/Bill code must be assigned prior to paying the first employee, it can be assigned to the entire customer or it can also be job site specific.

4.1.7 At the bottom left of the tab, you will see an "Invoice Type" dropdown. Select the type of invoice to be sent to the customer, either detailed or summarized.

4.1.8 You will also see the "Invoicing Method" dropdown, select either Mailed or Electronic delivery. If selecting electronic a billing Email is required.

4.1.9 At the bottom right side of the tab you will see check boxes for "Charge Late Fee On Statement", "Charge Credit Card Fee" and "Print larger time slips with invoices". Charge Late Fee On Statement" and "Charge Credit Card Fee" are checked by default.

4.1.10. Click the "Save" at the bottom right of the Customer window after entering or changing any information

Customer Job Site

JobSite ID: 49296 Branch: Testing Database (30)

Cust ID: 20169 Cust Name: Blazers Brew

Jobsite/Dept: Kitchen Status: Active

Last Activity: 2/1/2016 Created Date: 11/16/2009 By: Andrea Account

General Info | Time Slip Notes/Directions

PO # [ ] PO # Required [ ] Comp Code: SC0005

Non-Variable  Variable

Address [Use Customer Info](#)

Street: 12 Rainbow Row  
 City: Charleston State Code: SC County: [ ]  
 Zip/Post: 29405 Country: US-United States  
 Phone: [ ] Fax: [ ]

Contacts

Name	Title	Mobile	Fax	Email
Nancy				

Activity/Notes Log

Customer	Type	Date	Time	Subject	Description
Blazers Brew	Note	11/16/2009	10:55 PM	Needs bus ...	

Certified Payroll Reporting  MOCIP  MTO Complete  Hide [Calendar](#) Save [Close](#)

Customer - Blazers Brew

Call Meeting To Do Add Note Show Calendar 1 of 1 Records

General Info | Job Sites/Departments Billing Info DNR Employees Salesmen Commissions Files Expenses COI

Billing Address  Same as physical [View History](#) Print Billing Address

Street: 12 Rainbow Row Phone: [ ]  
 City: Charleston State/Locale: SC County: [ ]  
 Zip/Post: 29405 Country: US-United States

Pay/Bill Rates

Customer is Billable (Uncheck only if this is an In-House account)

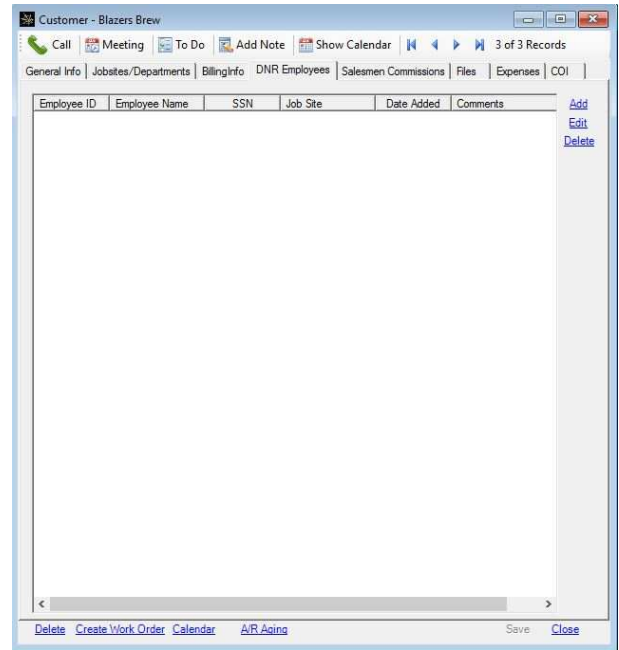
Unbillable Overtime  Show Hidden

Pay/Bill Code	Job Site	Description	Reg Pay	Reg Bill	Ovt Pay
GEN	49296	General Labor	\$7.25	\$10.00	\$10.88

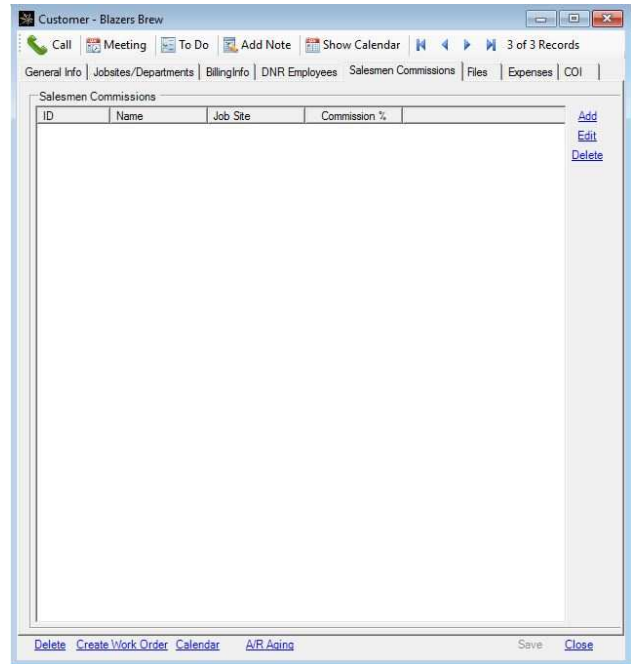
Credit Limit: 0.00  Charge Late Fee On Statement Days Past Due: 0  
 Invoice Type: [ ]  Charge Credit Card Fee  Customer in legal?  
 Invoicing Method: Mailed  Print larger timeslips with invoices  
 Bill Week Ending: Sunday Terms Description: [ ]  
 Billing Email: [ ]

[Delete](#) [Create Work Order](#) [Calendar](#) [AIR Aging](#) Save [Close](#)

4.1.11. The DNR tab is for designating employees who are not to return to this customer for future work. You can also note the reason in a text box. Entering an employee here will cause an error message to display if you add them for this customer work orders or time slips.



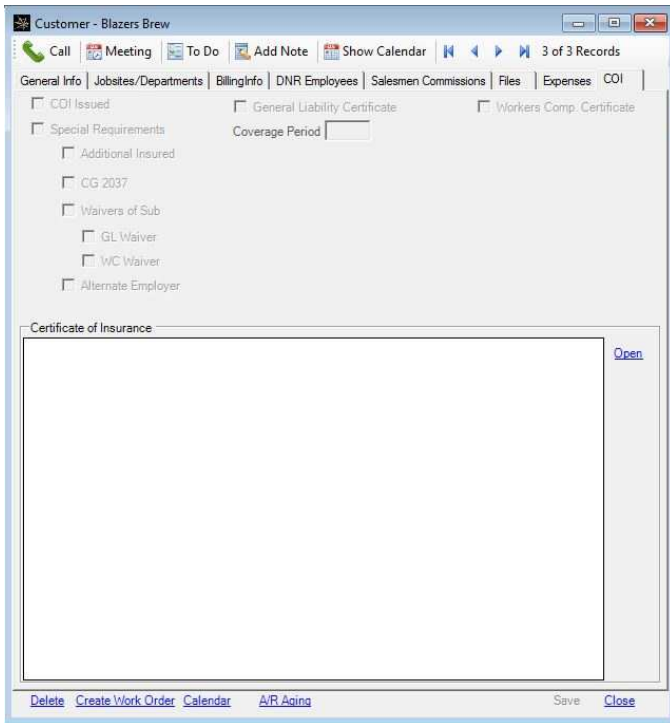
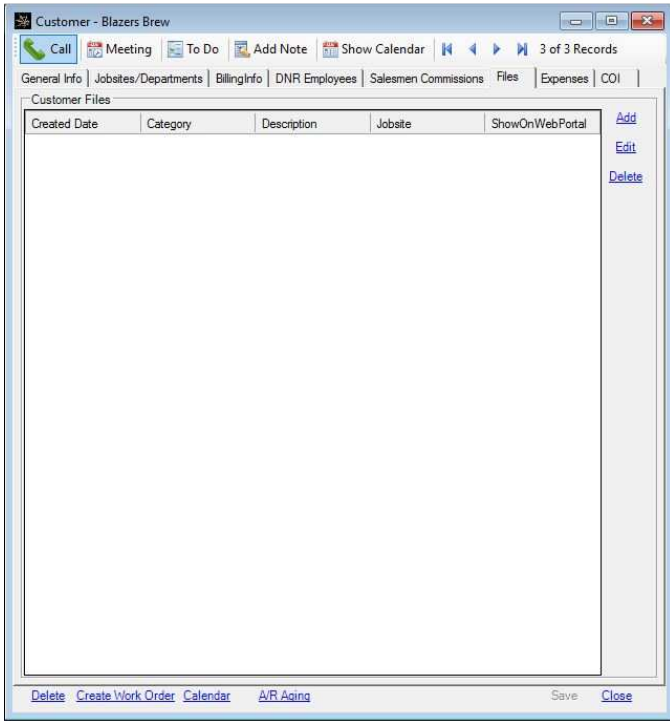
4.1.12. The Salesman Commissions tab is for entering sales person's commissions for the customer. All commissions are job site specific.



4.1.13. The Files tab is where all documents related to the customer are uploaded to the customer record, these include the customer application, rate agreements and any other pertinent documents.

4.1.14. The COI tab is where you will find a Certificates of Insurance for the customer.

4.1.15 There is a "Create Work Order" link at the bottom right of the Customer window. If you get a call from a customer who wants to place an order and you are not sure if they are in the system, you can search for the customer, open their Customer window to verify the data then quickly create a work order for them by clicking the link.



## 5. The Employee Window

5.1 The **Employee Window** is accessed through the Search/Edit menu item under the **Employees** menu or by clicking on the employee's icon on the quick access bar.

5.1.1. **Search/Edit** – used for searching, viewing, or editing an employee.

## 5.2 Employee Window

Clicking either menu item opens the **Employee Window** which contains the following tabs with their related data fields:

1. General Info Tab
2. Payroll Tab
3. Additional Info
4. Files

### 5.2.1 General Info Tab

5.2.1.1 The General Info tab is where the employee's basic information can be found such as Employee ID, Name, Address, Phone Numbers, Race, Gender, Employment Status and associated dates as well as their E-Verification Status.

5.2.1.2 In the lower left hand corner is the "Add This Employee to the Availability List" selection. This opens the employee availability window and allows you to add the employee to the employee availability list for the date you select. The availability list is accessed from the left hand menu.

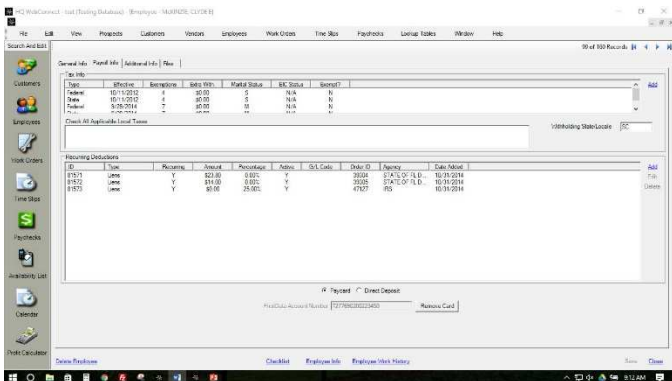
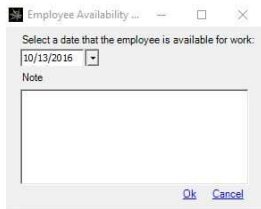
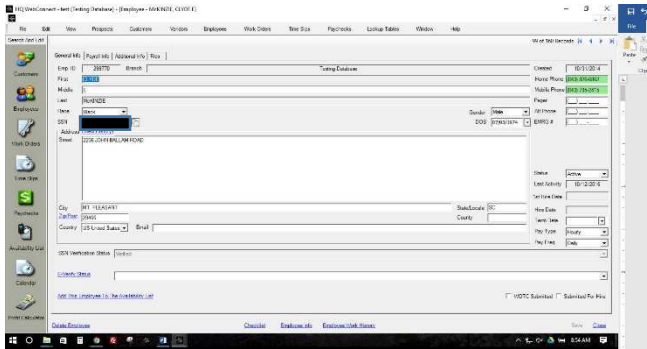
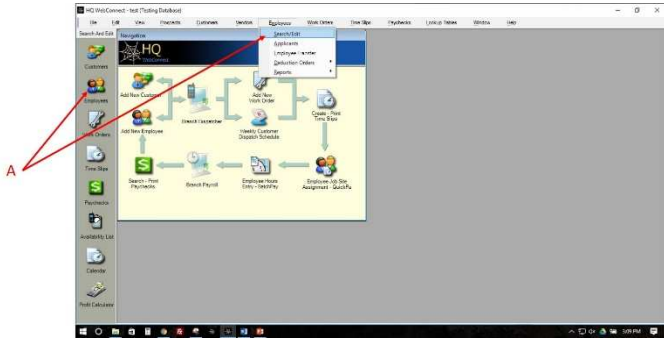
### 5.2.2. Payroll Info Tab

5.2.2.1 The Payroll Info Tab is where the employee's tax and deduction information is displayed.

5.2.2.2 To change an employee's tax withholding have them complete a W-4 Employee's Withholding Allowance Certificate and add the new information into the employee record by selection "add" next to the Tax Info section.

5.2.2.3 The Recurring Deductions sections show and entered recurring deductions, these are typically Tax Liens, Support Orders and Court Ordered Restitutions. To see the details of the deduction simply double click on the deduction and the deduction information window will open. If you click on the Deduction Order PDF you will see the document that directed the recurring deduction.

5.2.2.4 The "Paycard" and "Direct Deposit" radio buttons allow you to toggle between the two payroll elections. Simply enter the required information for the employee's choice of payroll type.



### 5.2.3 Additional Info Tab

5.2.3.1 The Additional Info Tab includes sections for employee skills, entering Do Not Return (DNR) customers and making general employee notes.

5.2.3.2 Any skills the employee entered during the onboarding process will show in the skills section. You can add or delete skills as required using the Add or delete options.

5.2.3.3 The DNR Customers section will show all customers and jobsites for which a DNR entry has been made. You can add, edit or delete entries as necessary.

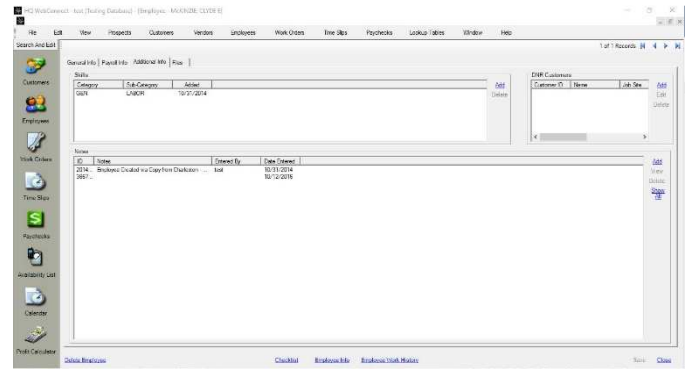
5.2.3.4 the notes section is for making any pertinent employee note for future reference. You can add, view or delete entries as necessary.

### 5.2.4 Files Tab

5.2.4.1 The files tab is for uploading any document to the employee record for retention such as I-9 supporting documentation, resumes, Certifications and licenses etc.

5.2.5 In the **Employee Window** along the bottom we have:

1. "Delete Employee" link. Clicking this link will delete an employee.
2. "Checklist" link. Clicking this link will open the employee checklist.
3. "Employee Work History" link. Clicking this link will run an Employee Work History Report.
4. "Employee Info" link. Clicking this link will open a window to print general information about the employee.
5. "Save" link will save any changes to the employee record made.
6. "Close" link will close the employee record.





6. Work Orders

6.1 The Work Order Window is accessed through the following menu items under the Work Order menu:

6.1.1 Search/Edit – used for searching, viewing, editing or deleting a work order. It should be noted that you cannot delete work orders that are closed.

6.1.2 Add New Work Order – used for adding work orders

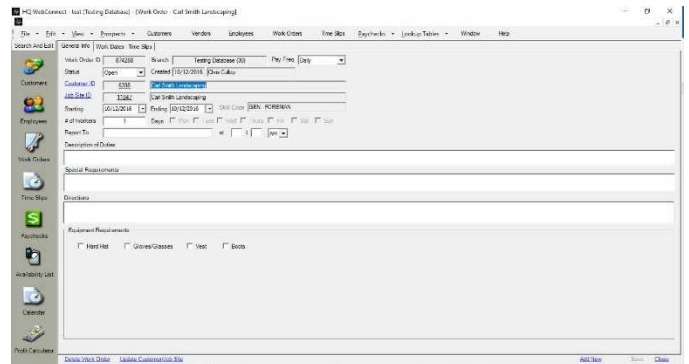
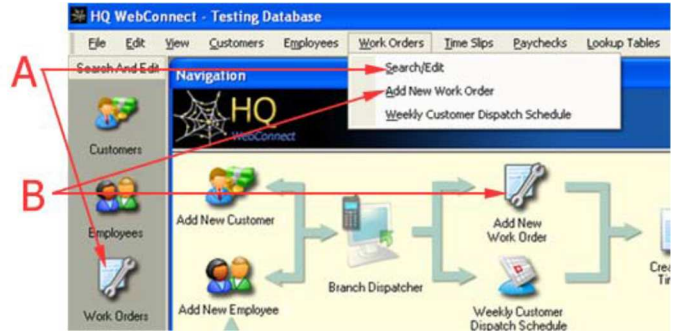
6.1.3 You can also create work orders either by clicking the Create Work Order link in the Customers Window after searching or adding a customer/jobsite.

6.1.4 Clicking either menu item opens the Work Order Window which contains the following tabs and their related data entry/data editable elements:

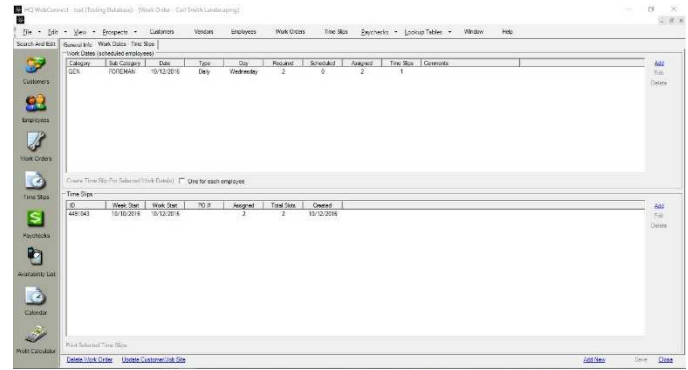
- A. General Info tab
- B. Workers/Time Slips tab

6.2 Work Order Window

6.2.1 The General Info tab Shows the information from the customer order either entered directly into the system over the phone or entered from the physical Work Order form filled out at some earlier time. Once a work order is entered into the system, it will eventually contain several time slips that span the start and end dates of the order. Everything entered on the General Info tab is carried all the way through to the time slip creation process. It's a template for time slips.



6.2.2 Work Dates-Time Slips tab When you save the “General Info” tab, you are taken to this tab. You will notice that the Work Dates (scheduled employees) grid is pre-populated based on the data entered from the “General Information” tab. It only happens once after a work order is saved for the first time. The Time Slips grid populates as Time Slips are created.



### 6.3 Window Links

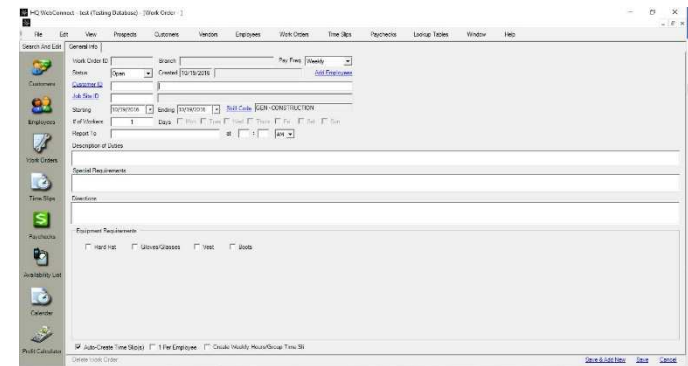
6.3.1 The Delete Work Order link deletes the work order from the system.

6.3.2 The Update Customer/Job Site link allows you to change the customer or job site as required.

6.3.3 The Add New link allows you to add a new work order

### 6.4 Adding a New Work Order

6.4.1 Either click the “Add New Work Order” on the Daily Operations Navigation Window or click the Work Orders/Add New Work Order menu item.



6.4.2 Enter all the fields on the General Info tab:

6.4.2.1 The cursor will be in the wider text box to the right of the Customer ID text box. Type in the first few letters of a customer’s name and hit the ENTER KEY. This will bring up the customer window filtered with the results. Arrow up and down the list and either double click the desired customer or hit the ENTER KEY again. Either will close the Customer Search window and populate the selected customer on to the work order.

6.4.2.2 If the customer has only one job site, it will default as the Job Site ID. If there is more than one job site, you must click the “Job Site ID” link and select a job site.

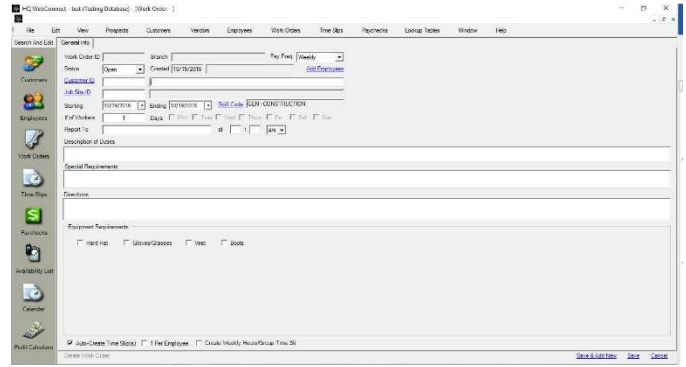
6.4.2.3 When you select a Starting date, it will automatically change the Ending date to the start date. Changing the Ending date will give a date range for the work order. If you select a date range, the “Days” checkboxes are enabled to pick certain days within the date range. If you choose a day that is outside of the date range, it will ignore that day. If you do not select days, it will create work orders for everyday in the selected date range. Remember that work orders can be entered for future dates beyond the current week.

6.4.2.4 Directions will already have data in it if you've entered that information at the Customer Job Site window as explained earlier.

6.4.2.5 Enter the rest of the information on the General Info tab Including the Equipment Requirements.

6.4.2.6 The work order defaults to create the time slips automatically by checking the auto create time slips box.

6.4.5.7 After Adding Equipment Requirements save the work order by clicking on the "Save" link at the bottom right of the Work Order window. This will make the Work Dates – Time Slips tab visible. You can stop here.



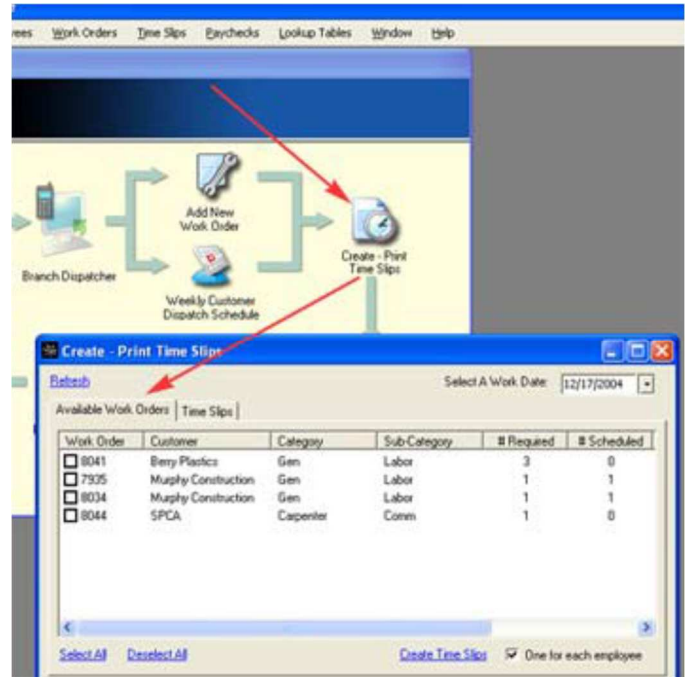


7. Create- Print Time Slips Window

7.1 Clicking on the Create- Print Time Slips link, will open the Create- Print Time Slips Window in the Available Work Orders tab and show any work orders with time slips not already created.

7.1.1 Select the work order you wish to create time slips for or choose "Select All" in the lower left hand corner of the window

7.1.2 Click on "Create Time Slips" to create the time slips.

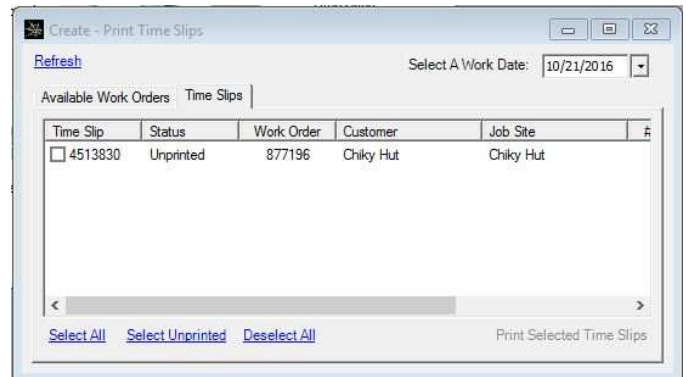


7.2 Time Slip Window

7.2.1 The Time Slips tab will show all unprinted time slips.

7.2.3 Choose either "Select All" or "Select Unprinted" to choose which time slips to print.

7.2.4 Then choose "Print Selected Time Slips" to print all unprinted time slips.



### 7.3 Creating and Printing Time Slips

7.3.1 Time Slips – time slips are directly related to work order records whether created manually or from the Dispatch Process Note that deleting a time slip releases the requirement that created it so another time slip can be created from it.

7.3.2 This window is used to print unprinted time slips from open work orders. You will typically perform this operation when you are ready to create-print all time slips for dispatch for the following day. Click the link in the Navigation window to open it. It is also accessible from the Weekly Customer Dispatch Schedule window by clicking the weekday link as explained earlier.

7.3.3 Choose a date from the “Select a Work Date” dropdown and it will populate the Available Work Orders and Time Slips tabs for that selected date.

7.3.4 Right clicking a row in the Available Work Orders tab will give you the following options:

- a) Export Contents – see the Search-Print Paychecks section.
- b) Open Work Date (scheduled employees) tab of the work order.
- c) Open Work Order general info tab.

7.3.5 Click the “Select All” link if you want to batch create time slips from all work orders for that date or you can checkbox the ones you want.

7.3.6 Clicking the “Create Time Slips” link will create the time slips and all the available work orders you selected should disappear from the Available Work Orders tab.

7.3.7 If you look at the Time Slips tab you will see all the time slips created from all the work orders you previously selected.

7.3.8 Right clicking a row in the Time Slips tab will give you the following options:

- a) Export Contents – see the Search-Print Paychecks
- b) Open Time Slip
- c) Open Work Order

7.3.9 Click the “Select All” link if you want to batch print all time for that date or you can checkbox the ones you want to print.

7.3.10 At this point you are ready to physically dispatch time slips to your employees whenever you want.

7.3.11 Remember that you can still “pencil in” employees to the printed time slips and add them to the time slip in the system later on in the Employee Job Site Assignment – Quick Pay link on the Navigation window.

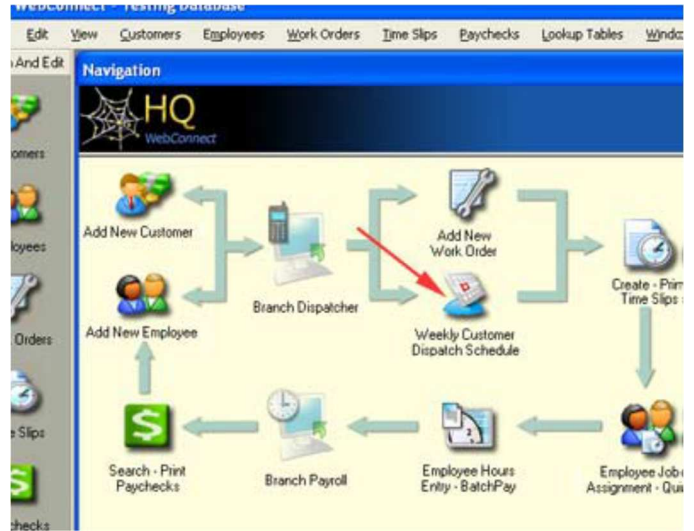
7.4 Weekly Customer Dispatch Schedule

7.4.1 After you add work orders, you can click the “Weekly Customer Dispatch Schedule” from the Navigation window. It gives you a “bird’s eye view” on how many employees along with skill codes that are going out to customers throughout the week. There are the following links in this window:

- a) Work Order – clicking this link opens the Work Order window
- b) Skill – this opens the Work Date (scheduled employees) window. The window will be disabled if a time slip was already created from a Work Date (scheduled employees) record.
- c) Weekday – this opens the Create-Print Time Slips window filtered to the date of the weekday you selected. You should use the Create-Print Time Slips window to batch create and print time slips from open work orders. More will be explained about this window later.

7.4.2 You will also notice the RSA columns.

- R – Number of employees required on a work order or the Work Date (scheduled employees) window.
- S – Number of employees scheduled to print on a time slip. This value comes from the Scheduled Employees grid from the Work Date (scheduled employees) window. This value will be zero if you “pencil in” the employees on printed time slips at dispatch. c)
- A – Number of employees assigned to a time slip.



Weekly Dispatch for the Week of 12/13/2004

8= # workers required, S = # workers scheduled, A = # workers assigned to a time slip

Customer	Work Order	Monday			Tuesday			Wednesday			Thursday			Friday			Saturday			Sunday			Weekly RSA Totals										
		Skill	R	S	A	Skill	R	S	A	Skill	R	S	A	Skill	R	S	A	Skill	R	S	A	Skill	R	S	A								
Berry Plastics	8041																									3	0	0					
Bob's Old Hats	7962											Gen: Labor	2	2	2												2	2	2				
Fish N Chips	7959											Gen: Labor	2	2	1	Gen: Labor	2	0	1								4	2	2				
Murphy Construction	7935															Gen: Labor	1	1	1								1	1	1				
SPCA	8034															Gen: Labor	1	1	1	Gen: Labor	1	1	0				2	2	1				
	7964								Gen: Labor	1	0	0															1	0	0				
	8044															Gen: Labor	2	0	1								2	0	1				
<b>Daily RSA Totals</b>			0	0	0		0	0	0		1	0	0		4	4	3		9	2	4		1	1	0		0	0	0		15	7	7

**8. The Employee Job Site Assignment- Quick Pay Window**

8. The Employee Job Site Assignment – QuickPay Window is your primary window for daily operations. The screen is laid out in a table format with the following columns;

8.1. The customer column, lists the customers to be serviced that day. By clicking on the customer title, you can sort the column alphabetically. Quick Pays default sort is alphabetically by customer. Clicking on the customer name you will open the customer record window.

8.2. The Job Site column lists the name of the job site. Below the name a link is provided for obtaining directions from the office to the address of the job site.

8.3 The Work Order column lists the work order number and the skill code assigned to the work order. Clicking on the work order number will open the work order window.

8.4 The Time Slip column lists the time slip number and if applicable the purchase order or reference number associated with the time slip.

8.4.1 If the time slip column says “Scheduled” – this means that the time slip has not been created yet. Clicking link opens the Work Date (scheduled employees) window. You can create a time slip from this window as well by clicking the “Create Time Slip” link.

8.4.2 If the time slip column has a Time Slip Number – this type of link shows up after you have created a time slip from a Work Date (scheduled employees) record. Clicking the link opens the time slip. You can pay all employees on a time slip from here. You can also create repeat time slips by clicking the “Repeat Time Slip” link.

8.5. The employee column displays the name of the employee(s) assigned to the time slip or a not assigned link. In addition, there will be a link to pay the employee via the batch pay window. If the employee has not been issued and paycard and is not on direct deposit a “No Paycard Assigned” note will also show up under the employee name. The quick pay screen can be sorted by this column by clicking on the column title. This will order the column alphabetically.

8.5.1 The “Not Assigned” link opens the Employee Hours window. The cursor will be in the wider text box beside the Employee ID text box. You can enter the first couple of letters of the employee’s last name and it will display the Employee Search window filtered with your results. To select the desired employee, you can double-click the row or make sure the row is hi-lighted and hit the ENTER KEY. Either closes the Employee Search window and brings the selection back to the Employee Hours window.

8.5.2 The Employee Name link displays when an employee is assigned to a work order, his or her name will be displayed as a link to open the Employee Hours. When you open it, the cursor will be in the Reg. Hours text box so you can enter hours worked for that employee. You can enter Daily Deductions that include: Car Pool, Cash Advance, Equipment, Lunch, you can view Recurring Deductions by clicking the Recurring Deductions tab from the Employee Window, and You can also enter Misc. Pay: i.e. Driver Pay, Per Diem, Prevailing Reimbursement etc.



Employee Job Site Assignment - QuickPay

Choose A Work Date: 08/02/2006 Refresh Print Preview

Additional Filter: All Employees Work Order ID:

Employees at Job Sites for 8/2/2006  
(2 assigned/1 unassigned/3 required)

Customer	Job Site	Work Order	Time Slip (PO#/Ref)	Employee	Hours	Pay Freq	Report To	Report Time	Paycheck	Invoice
Carl Smith Landscaping	Carl Smith Landscaping	185479	615695	BGood, Johnny (Pay)	9.00	D			10387	
New Charleston Business	New Charleston Business	185484	615713	Not Assigned	0.00	W				
Pink Lemonade Stand	Pink Lemonade Stand	185482	615711	Aaron, Hank (Pay)	45.00	W			Unpaid	
<b>Totals:</b>				2/3 Assigned	54.00	<b>Total Hours</b>				



8.6 The hour's column shows the hours entered on the employee hours' tab for the time slip. Clicking on the hours will open the employee hours' tab for the time slip.

8.7 The pay frequency column shows the pay frequency of the time slip either "D" for daily, "W" for weekly, "B" for bi-weekly and "M" for monthly.

8.8 The report to column show the report to information entered on the time slip. This can be in the form of the supervisor's name or name and phone number. Note: before entering the supervisors phone number in the report to block ensure it is ok with the supervisor for the employees to have his direct number. Also, remind the employees this is to contact the supervisor in the event they are lost or will be delayed for any reason. It his highly recommended that you discourage any other use of the supervisor's phone number.

8.9 The report time column show the report time of the time slip. Clicking on the column title sort the column in numerical order by the report time.

8.10 The Paycheck column shows the status of the paycheck for the time slip.the status will be either Blank, Unfunded, Undeposited, Funded, or Deposited.

8.10.1 Blank means a paycheck has not been created yet.

8.10.2 Unfunded link is displayed in this column if the paycheck has been created but not Funded. Clicking this link opens the Paycheck window. You'll notice that there is no paycheck number because the paycheck has not been funded yet. Click "Fund Payroll" to fund the paycheck

8.10.3 Undeposited link is displayed in this column if the paycheck has been created but not yet direct deposited. Direct deposits are processed by corporate the following Friday.

8.10.4 Funded or Deposited mean the paycheck process has been completed and the employees' money has been sent to their account at their financial institution.

8.11 The Invoice column contains 3 types of data:

8.11.1 Displays an "Unprinted" link if the Employee Hours record is on a proposed invoice

8.11.2 Invoice id link if the Employee Hours record invoice is on a printed invoice which is done at Hire Quest.

8.11.3 Blank if the Employee Hours record has not been invoiced at all.

8.12 You can quickly pay an employee by clicking the Hours link in the Hours column. As stated before this opens the Employee Hours window for that employee. After entering hours, daily deduction, and/or misc. pay, click the "Save" link then you can click the "Print Payroll Stub" link. This creates the paycheck and opens the Paycheck window where you can review and fund the paycheck. If you've made a mistake and you have not funded the paycheck yet, you can delete the paycheck and re-create it from the same Employee Hours window. If you have already funded the paycheck, then you will have to reverse it. so, you can recreate the paycheck again. You can delete created/Undeposited paychecks and recreate the paycheck again as well.

**Employee Hours for Time Slip 615713 - 7/31/2006 BGood, Johnny**

Emp Hours ID: 1144079      Time Slip ID: 615713      Created: 7/31/2006  
 Work Order ID: 185484      Customer: New Charleston Business  
 Work Date: 7/31/2006      Skill: Gen-Labor  
 Employee ID: 33708      Remove      Name: BGood, Johnny  
 Pay/Bill Code: GEN      Description: General Labor  
 Comp Code: SC8227  
 Pay Type: Weekly  
 Weekly Hours → Days: 5

Hours			
Reg Hours	40.00	Pay Rate	5.50    Bill Rate 10.00
Ovt Hours	5.00	Pay Rate	8.25    Bill Rate 15.00
Spc Hours		Pay Rate	Bill Rate

One Time Deductions    Recurring Deductions

ID	Type	Amount	Reason	
				Add Edit Delete

Miscellaneous Pay

ID	Type	Pay Amt	Bill Amt	Reason	
					Add Edit Delete

Create Paycheck    Employee Work Summary    Move Hours    Delete    Save    Close

## 9. Using the Employee Hours Entry-Batch Pay Window

9.1. Clicking this link on the Navigation window opens the Create Payroll Funding Batches window. This window is used create Payroll Funding for more than one employee at a time, typically for group time slips. You will notice an Hours Filter dropdown located at the top left of the form and it contains the following filters:

9.2 Time Slip – this is the default selection when group time slips are turned in, all the Employee Hours records on the time slip will be returned in the grid.

9.3 Work Order - this a good selection to use if you print one time slip per employee especially when all the employees on a work order come back at the same time from a customer's job site. You can just enter the work order number on the first employees time slip and all the employees at that jobsite will be returned in the grid.

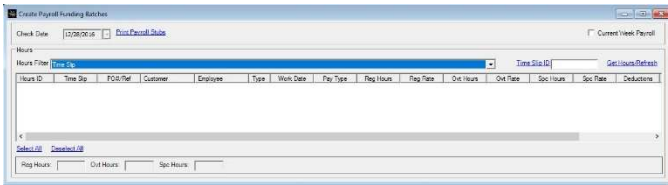
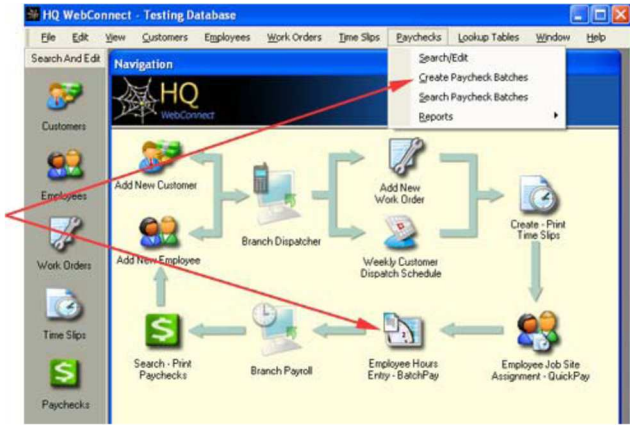
9.4 Employee – this will return all the open Employee Hours records for an employee, in case someone comes in at the end of the week to get paid and they have two or more daily pay time slips.

9.5 If Employee Hours information from the Employee Job Site Assignment – Quick Pay window, you will see those hours in the "Reg. Hours" Column on the grid. You can also open the Employee Hours window by right clicking a row and selecting Open Employee Hours. Once the Employee Hours window is open, you can enter/save the hours, daily deductions, misc. pay like you usually would. Instead of creating the Payroll Funding right away, save and close the Employee Hours window and right-click the next employee's hours you want to enter.

9.6 After you have entered in all the employees' hours, you click the "Select All" link at the bottom left. Doing this will put a check in all the Hours ID checkboxes. Or click the checkboxes manually. After selecting which employee hours, you want to batch pay, click the "Print Payroll Stubs" link located to the right of the Check Date dropdown at the top of the window. The employee hours you selected will disappear from the grid if the Payroll Funding batch creation was successful (i.e. no taxes left out, etc.).

9.7 The Payroll Funding Batch window should be open where you can double click any row in the grid to open an employee's Payroll Funding for a final inspection. If the Payroll Funding batch creation was unsuccessful, the Payroll Funding Batch window will open showing the Errors tab displaying messages of whatever error

occurred. Otherwise fund the checks by selecting them then clicking the "Print Payroll Stubs" link. Remember that



Intentionally Blank for Printing.

## **10. Reports**

### **10.1 Management Reports**

#### 10.1.1 Proposed Settlement Report\*

10.1.1.1 Displays a proposed settlement when given date ranges for the settlement period and the payroll funding period. Used by the franchise owner to estimate settlement amounts on an ongoing basis. Invoices must be printed to reflect in total amounts.

#### 10.1.2 Weekly Proposed Settlement Report\*

10.1.2.1 Displays a proposed settlement for franchisees that are on the weekly settlement payment program for a given date range. Used by the franchise owner to estimate settlement amounts on an ongoing basis. Invoices must be printed to reflect in total amounts.

#### 10.1.3 Weekly Proposed Settlement Payroll Details\*

10.1.3.1 Displays all payroll information for a given week of invoices, including all Accrued Payroll Expenses for checks created outside of invoice week for the invoice week. Used by the franchise owner to determine the Accrued Payroll Expense line item of the weekly settlement statement.

#### 10.1.4 Branch Directory Report

10.1.4.1 Displays a branch directory of all Trojan Labor and Acrux Staffing Offices Used to get contact information for other offices and to provide to customers working in multiple areas.

#### 10.1.5 Global Customers Report\*

10.1.5.1 Displays Customer information for all customers in HQ WebConnect. Organized by Customer Name. This report can be used as a sales tool to find potential leads in your territory that have used our services elsewhere.

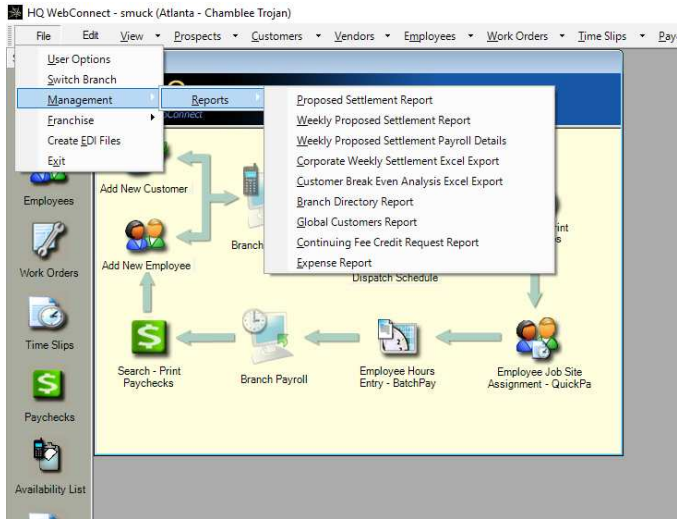
#### 10.1.6 Continuing Fee Credit Request Report

10.1.6.1 Is used to apply for low margin royalty credits.

#### 10.1.7 Expense Report

10.1.7.1 The Expense Report shows all expenses charged to a franchise by Hire Quest LLC during the period selected.

\*These reports are only available at a Franchise Owner Level.



## **10.2 Customer Reports**

### 10.2.1 Sales Commission Report

10.2.1.1 Displays commissions based on all printed invoices for customers with an assigned salesman id for a given date range broken out by salesman This report can be used to calculate a sales rep's commissions for payroll each pay period.

### 10.2.2 Personal Sales Commission Report

10.2.2.1 Displays a personal Sales Commission report for the user logged in.

### 10.2.3 Sales Reps Quota Report

10.2.3.1 Shows the sales activity numbers for a the sales representatives for a specific time period.

### 10.2.4 Sales Reps Ranking Report

10.2.4.1 Shows the total gross sales numbers for all sales representatives in order from largest to smallest for the branch.

### 10.2.5 A/R Ageing By Sales Rep

10.2.5.1 Displays an Accounts Receivable Ageing report for the selected sales representative.

### 10.2.6 Work History/Random Employee By Customer

10.2.6.1 Displays employee hours for a given customer (and jobsite) grouped by employee id for a given date range. Provided to the customer to show hours worked by specific employees

### 10.2.7 All/New Customers Report

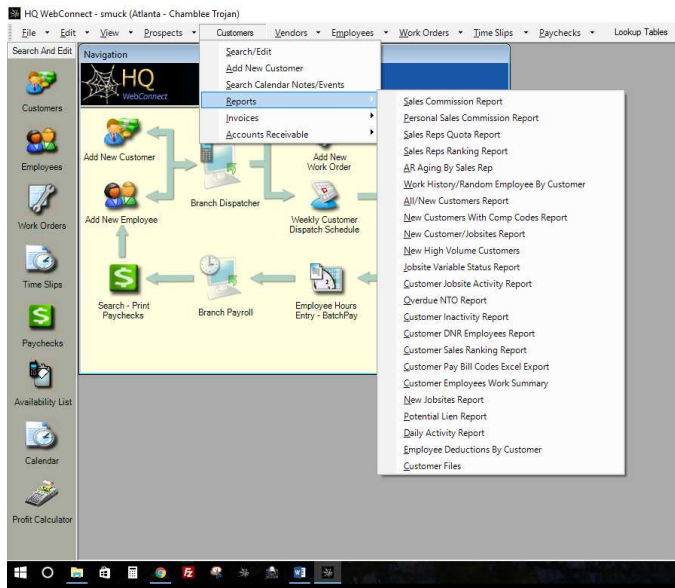
10.2.7.1 Displays all customers in a report format with contact addresses and phone numbers and date added fields. To be used for a quick reference when the computer may be down or to use in mass mailings to all customers.

### 10.2.8 New Customer with Comp Codes report

10.2.8.1 Shows the workers compensation codes assigned to new customers within the date range.

### 10.2.9 New Customer/Jobsite Report

10.2.9.1 Displays all New Customers and New Jobsites (for existing customers) in a contact format. Can be used to write thank you correspondence, verify salesmen ids, and identify customers who need to be NTOed.





### 10.2.10 Jobsite Variable Status Report

10.2.10.1 Shows the variable/non-variable status of all jobsites added during the date range selected.

### 10.2.11 Customer Jobsite Activity Report

10.2.11.1 The Customer Jobsite Activity Report shows all customers and jobsite with last activity dates during the selected period.

### 10.2.12 Overdue NTO Report

10.2.12.1 The Overdue NTO Report list all customers and jobsites with activity and billing for which the NTO's are overdue.

### 10.2.13 Customer Inactivity Report

10.2.13.1 Displays all customers that have no activity since a given date. This report can help generate sales contacts for customers that have not used services in a while.

### 10.2.14 Customer DNR Employee Report

10.2.14.1 Displays all employees with DNR (Do not returns) for each customer. May be used to print a list of employees that the customer does not want to return to the job along with any notes made.

### 10.2.15 Customer Sales Ranking Report

10.2.15.1 Displays a list of customers' ranking total sales for a given date range. This can be used for customer appreciation, identifying biggest accounts.

### 10.2.16 Customer Pay Bill Codes Excel Export

10.2.16.1 The Customer Pay Bill Codes Excel Export shows all pay and bill codes assigned to a selected customer along with the pay rates, bill rates, markup and margin.

### 10.2.17 Customer Employees Work Summary

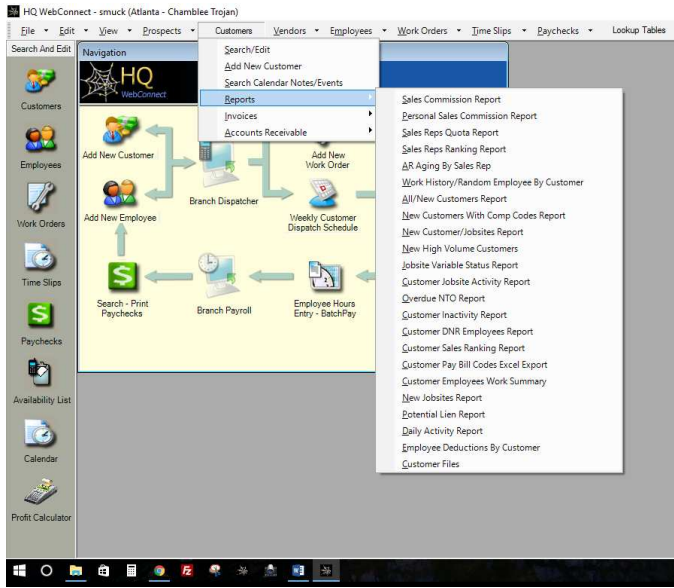
10.2.17.1 The Customer Employees Work Summary shows all employees who worked for a specific customer with the hours worked, first and last work date during a selected date range. The

report can be run for all customers by leaving the customer and jobsite blank.

### 10.2.18 New Job Sites Report

10.2.18.1 The New Job Sites Report shows all jobsites added during the selected time frame.

### 10.2.19 Potential Lien Report



10.2.19.1 The Potential Lien Report shows any customer and jobsite for which the branch should consider placing a lien on the property.

#### 10.2.20 Daily Activity Report

10.2.20.1 The Daily Activity Report shows all funded payroll transaction. to the date range selected, displaying the Jobsite, Work Date, Check Date, Employee Name, Total hours, Pay Amount, Bill Amount, if an adjustment to the payroll has been made during billing and the Margin percentage or if NO BILLING had occurred. Additionally any item where the check date is greater than 11 days after the work date will be listed in bold.

#### 10.2.21 Employee Deductions By Customer

10.2.21.1 The Employee Deductions By Customer report shows all deductions by employee for the selected customer. Note you must select at least a customer id for the report to run.

#### 10.2.22 Customer Files

10.2.22.1 The Customer Files report shows the customer files that have been uploaded to the customer record during a selected date range such as application, credit info, Jobsite Survey etc.

### **10.3 Customers - Invoices**

#### 10.3.1 Proposed Payroll Billing Report.

10.3.1.1 The Proposed Payroll Billing Report shows all customers and jobsites for which there is a work order and time slips generated. If the employees have been paid the number of hours will be indicated along with all the other payroll information.

#### 10.3.2 Proposed Invoices Report

10.3.2.1 The Proposed Invoices Report will show the detail information for all invoices created for the selected dates by invoice number.

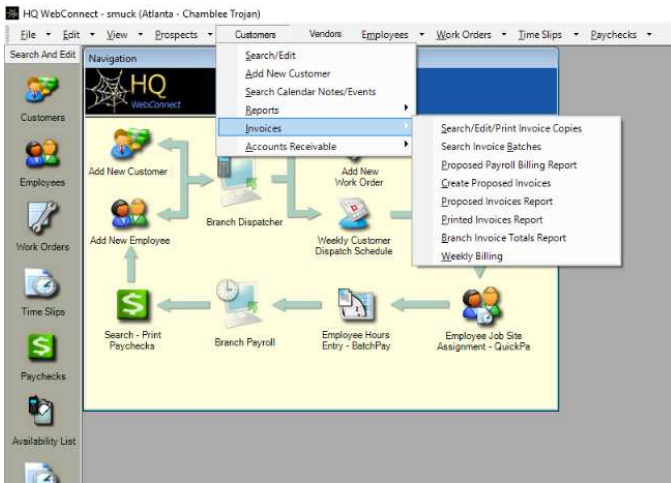
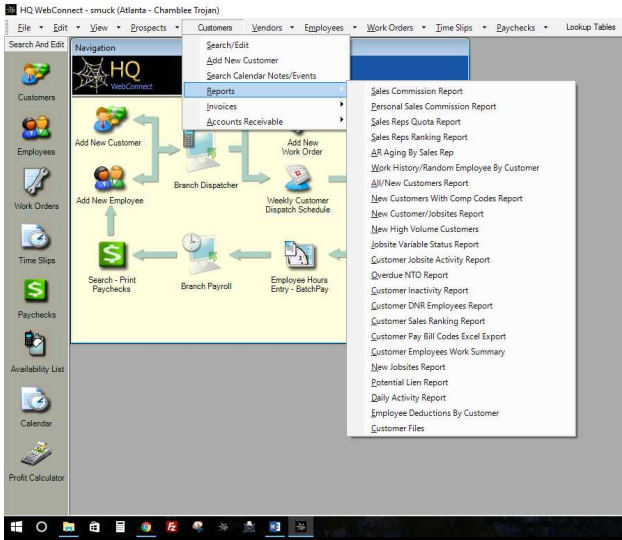
#### 10.3.3 Unviewed Invoices Report

10.3.3.1 The Unviewed Invoices Report shows all electronic invoices the have not been viewed by the customer on the customer web portal.

#### 10.3.4 Printed Invoices Report

10.3.4.1 The Printed Invoices Report will show the detail information for all invoices printed for the selected dates by invoice number.

#### 10.3.5 Branch Invoice Totals Report



10.3.5.1 The Branch Invoice Totals Report shows the total amount of all invoices in the selected date range

**10.4 Customers - Accounts Receivable**

10.4.1 A/R Ageing Report

10.4.1.1 The A/R Ageing Report shows all outstanding invoices by customer and jobsite sorted from oldest to newest and shows where the receivable is on a time line between 0 and 84 days

10.4.2 A/R Ageing Report by Franchise

10.4.2.1 The A/R Ageing Report by Franchise shows all outstanding invoices by customer and jobsite sorted from oldest to newest and shows where the receivable is on a time line between 0 and 84 days for the Franchise

10.4.3 Dead Invoices Report

10.4.3.1 The Dead Invoices Report shows all outstanding invoices by customer and jobsite sorted from oldest to newest for invoices that are dead.

10.4.4 Cash Receipts Report

10.4.1 The Cash Receipts Report shows all payment received during the selected date range and invoices to which it was applied and in what amount.

10.4.5 Franchise Interest Fee Report

10.4.5.1 The Franchise Interest Fee Report shows the detail of the interest charged on overdue accounts.

10.4.6 Customer Statement Report

10.4.6.1 The Customer Statement Report creates a statement for each customer with outstanding invoices showing a total balance owed.

10.4.7 Unapplied Case Receipts Report

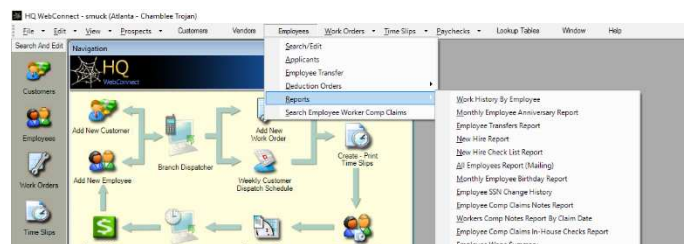
10.4.7.1 The Unapplied Case Receipts Report shows all cash receipts by customer which have not been applied to any invoice

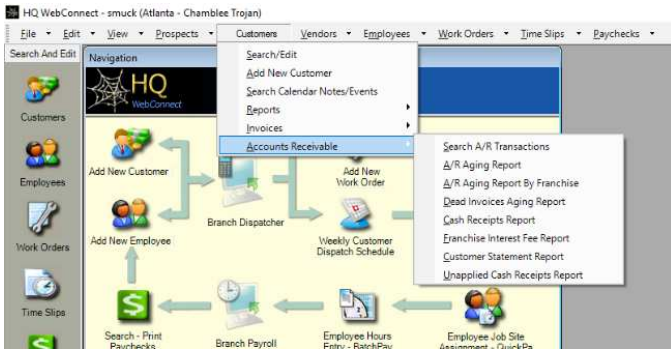
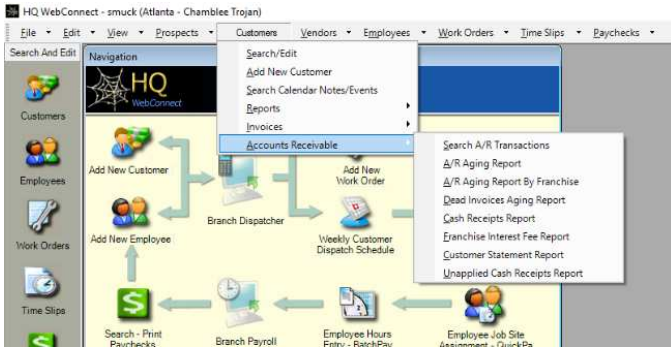
**10.5 Employee Reports**

10.5.1 Work History By Employee

10.5.1.1 Displays all employee hours for a given employee for a given date range. Allows you to see all customers that an employee has worked at over a certain time frame.

10.5.2 Monthly Employee Anniversary Report





10.5.2.1 Displays all employees with a hire date in the month selected showing date of hire, last activity and anniversary date.

10.5.3 Employee Transfers Report

10.5.3.1 Displays all employees transferred into the branch during the date range selected.

10.5.4 New Hire Report

10.5.4.1 Displays all new hires for a given date range. Can be used to track recruiting efforts effectiveness.

10.5.5 New Hire Checklist Report

10.5.5.1 Display the new hires during the selected time frame and the document that have been completed on the employee's checklist in the employee record.

10.5.6 All Employees Report (Mailing)

10.5.6.1 Displays Employee General Information in report format. Can be run for one or all employees. Can be used to mail information to employees.

10.5.7 Monthly Employee Birthday Report

10.5.7.1 Displays all Employees who have birthdays in a selected month. Can be used to as a reference to celebrate active employee's birthdays.

10.5.8 Employee SSN Change history

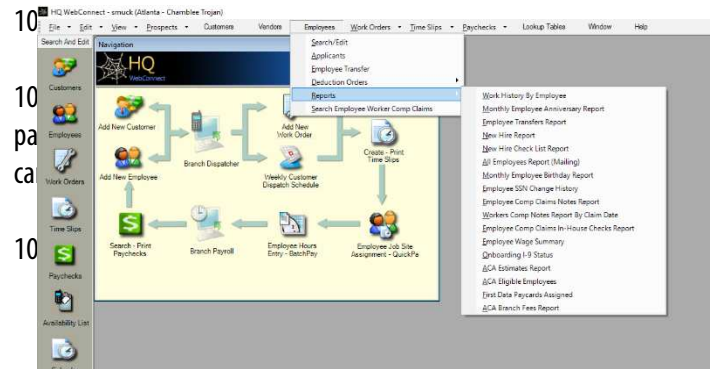
10.5.8.1 Display all employees who's SSN has changed during the date range selected showing the old and new SSN and who made the change.

10.5.9 Employee Comp Claims Notes Report

10.5.9.1 Shows the notes on workers compensation claims with a reminder or due date after the selected date.

10.5.10 Workers Comp Notes Report By Claim Date

10.5.10.1 Displays all worker's compensation claim notes made during the selected date range.







10.5.12.1 Displays a breakdown of all wages earned during the selected date range.

10.5.13 Onboarding I-9 Status

10.5.13.1 Display all employees who need to have action taken on their I-9.

10.5.14 ACA Estimates Report

10.5.14.1 Display a list of employees who may become eligible for ACA based on their estimated yearly hours worked.

10.5.15 ACA eligible Employees

10.5.15.1 Displays a list of employees who are eligible for ACA who are pending a response.

10.5.16 First Data Paycards Assigned

10.5.16.1 Displays a list of all First Data Paycards Assigned during the date range selected and who they were assigned by.

**10.6 Work Orders Reports**

10.6.1 Work Order Employee Hours Report

10.6.1.1 Displays a summary of all employee hours for a work order during the selected date range by employee.

**10.7 Time Slips Reports**

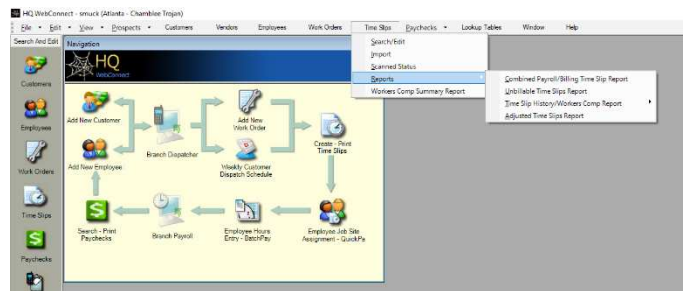
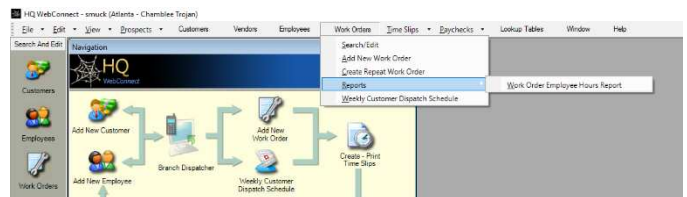
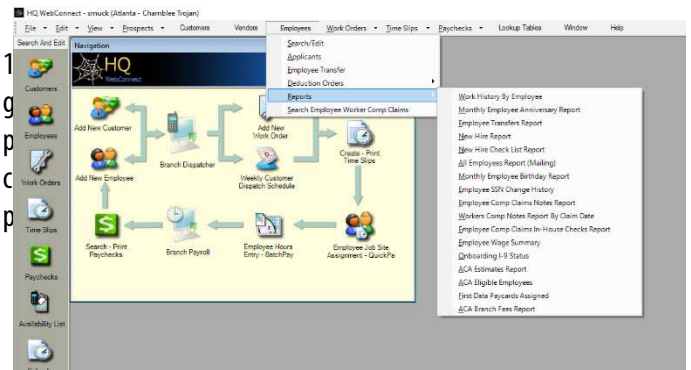
10.7.1 Combined Payroll/Billing Time Slip Report

10.7.1.1 Displays billing and payroll info as well as employee hours not used or not paid Enables you to clean up your data for a given date range.

10.7.2 Unbillable Time Slips Report

10.7.2.1 Displays all time slips for all customers marked as unbillable on the billing info tab of their customer record for a given date range. Tracks your in-house costs that will affect your overall margin.

10.7.3 Time Slip History/Workers Comp Report- Detail/Summary





**10.8 Paycheck Reports**

## 10.8.1 Check Register

10.8.1.1 Displays all checks including vendor checks and employee paychecks Used for bank reconciliations

## 10.8.2 Periodic Payroll Register

10.8.2.1 Displays all paychecks for each employee

## 10.8.3 Periodic Payroll Register by Employee

10.8.3.1 Displays all paychecks for a selected employee. Click Employee ID link to search for an employee. You can also see all voided checks for an employee. An employee earnings history report to provide to the employee or to an agency requesting the information

## 10.8.4 Summary Payroll Register

10.8.4.1 Displays a condensed version of the payroll register.

## 10.8.5 Direct Deposit Report

10.8.5.1 Displays all employees who are on direct deposit who have a deposit pending for the selected deposit date.

## 10.8.6 Paycheck Deduction Report

10.8.6.1 Displays all deductions taken out of paychecks for a given date range. Tracks deductions made for a period of time.

## 10.8.7 Employee Hours Deduction Report

10.8.7.1 Displays a summary of all payroll deductions by deduction type for the date range selected. I can also be run for a specific deduction type if desired.

## 10.8.8 Misc. Pay Report

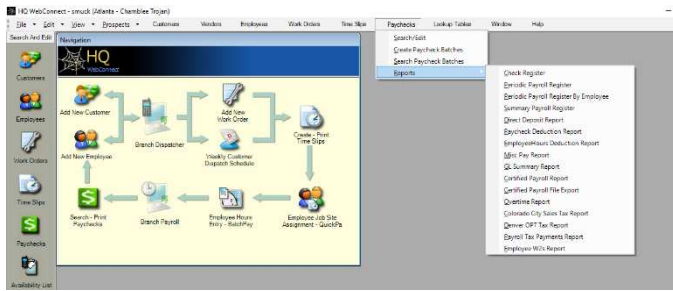
10.8.8.1 Shows all misc. pay from paychecks for a given date range. Tracks all misc. pay made for a given period of time.

## 10.8.9 GL Summary Report

10.8.9.1 Displays the GL Summary (Net Payroll) for a given date range. Calculates all payroll expenses to help control margins.

## 10.8.10 Certified Payroll Report

10.8.10.1 Creates the report that customers may require for certified payroll. Enter in a Payroll Number (corresponds to a week number ranging 1-52) and a week start date to display certified payroll for a week. May enter a Customer ID to show this report at an individual



customer level or leave it blank to print all certified payroll reports for a given week. A report for customers identified as requiring certified payroll ready to print, sign, and include with invoicing each week.

10.8.11 Overtime Report

10.8.11.1 Displays all employees that have worked greater than a given number of hours for a given date range. Helps identify employees who are near overtime status. Running this report near the end of the week can reduce unbillable overtime costs dramatically.

10.8.12 Employee W2s Report

10.8.12.1 Displays the information required to print the employees W-2 on the company provided forms. (note: the employer of record is Hire Quest LLC)

10.9 Franchise Reports

10.9.1 Franchise All Customer Report

10.9.1.1 Displays all customers for the franchise in a report format with contact addresses and phone numbers and date added fields. To be used for a quick reference when the computer may be down or to use in mass mailings to all customers.

10.9.2 Franchise All Customer Jobsites Report

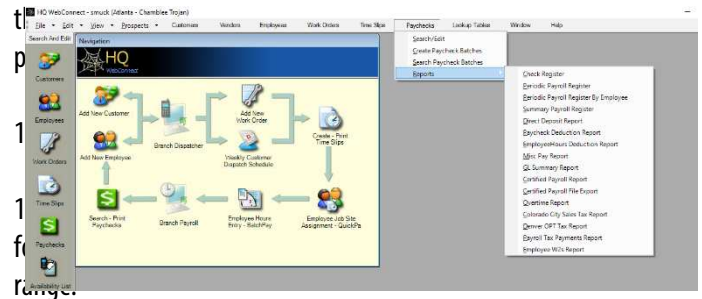
10.9.2.1 Displays all customers and job sites for the franchise in a report format with contact addresses and phone numbers and date added fields. To be used for a quick reference when the computer may be down or to use in mass mailings to all customers.

10.9.3 Franchise New Customer Jobsites Report

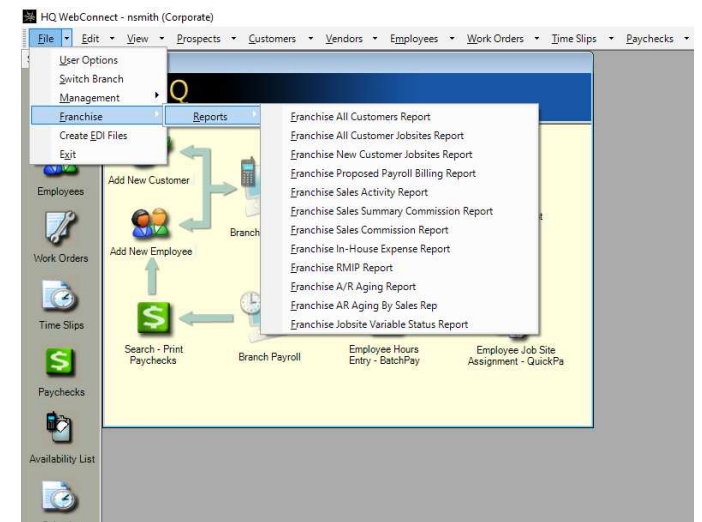
10.9.3.1 Displays all New Jobsites in a contact format. Can be used to verify Address, sales person and comp code.

10.9.4 Franchise Proposed Payroll Billing Report

10.9.4.1 The Franchise Proposed Payroll Billing Report displays all customers and jobsites for which there is a work order and time slips generated for the whole franchise. If the employees have been paid



10.9.6 Franchise Sales Summary Commission Report





10.9.6.1 The Franchise Sales Summary Commission Report shows the number of customers billed, hours billed and amount billed by sales representative by branch.

10.9.7 Franchise Sales Commission Report

10.9.7.1 Details the sales commissions by sales representative broken down by branch for the selected date range.

10.9.8 Franchise In-House Expense Report

10.9.8.1 The Franchise In-House Expense Report shows the in-house expenses such as driver pay, car pool, cash advances etc. broken down by branch for the date range selected.

10.9.9 Franchise RMIP (Risk Management Incentive Program) Report

10.9.9.1 The Franchise RMIP Report shows the total paid, reserves, incurred costs, premium and a RMIP amount and can be used to estimate possible RMIP annually.

10.9.10 Franchise A/R Ageing Report

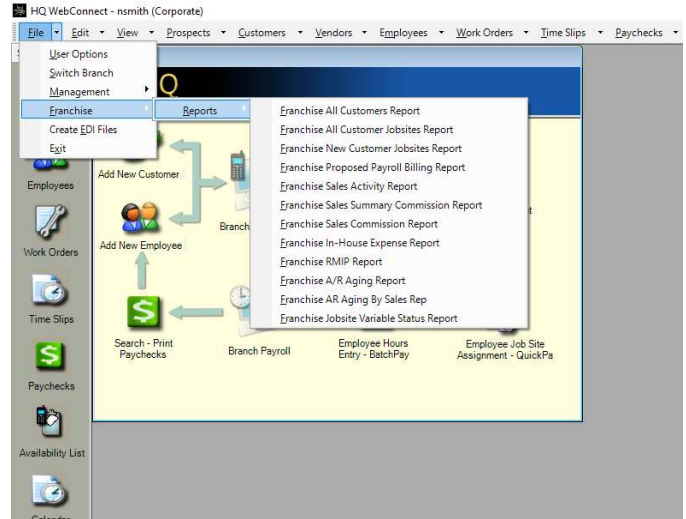
10.9.10.1 The Franchise A/R Ageing Report shows all outstanding invoices by customer and jobsite sorted from oldest to newest and shows where the receivable is on a time line between 0 and 84 days for the franchise.

10.9.11 Franchise A/R Ageing Report by Sales Rep

10.9.11.1 The Franchise A/R Ageing Report by Sales Rep shows all outstanding invoices by customer and jobsite sorted from oldest to newest and shows where the receivable is on a time line between 0 and 84 days for the franchise. Grouped by sales representative.

10.9.12 Franchise Jobsite Variable Status Report

10.9.12.1 Shows the variable/non-variable status of all jobsites added during the date range selected for each franchise location.



## 11. Billing and Invoicing

### 11.1 Scanning of Time Tickets

11.1.1 Scanning of the time tickets or time sheets should be done daily, if possible. This ensures you have collected all tickets when beginning the billing process the next Monday. The following are the instructions of scanning a time ticket/time sheet:

11.1.2 Once all docs have scanned, from HQ Webconnect select:

**“Time Slips”**

**“Import”**

**“Set Path”** (select the place where you saved your scanned tickets)

11.1.3 Your tickets will begin importing. Once imported, ensure time slip ID is correct with the image by clicking **“View Image.”** If so, enter the hours from the ticket into the hour’s box and if ticket is signed, check the **“Signed”** box.

11.1.4 If you have one time slip for multiple time slip ID’s, click **“MULTI”**. You will then see the figure 11.2 Select the Customer that the time slip applies to, the work start and work end dates. Click **“Search”** and a list should show up in the left box. You should then choose the time slip ID’s that you want in the Left Block. The Middle Block will show the employees on the time slips you selected in the left box. The Right box will show the Time slips you have selected. You will then need to put in the hours for each of those time slips. Once they are all filled out, click **OK**, it will show you a message saying **“you selected \_\_\_ number \_\_\_ of time slips totaling \_\_\_ number \_\_\_ of hours, is this ok?”** Select **“Yes”**. Then, Click **“OK”** at the bottom.

11.1.5 If the time sheet is a custom time sheet (sheet other than a ticket with a time slip number) check the box that says **“Custom Time Slip.”** If that custom time sheet contains multiple employees that are associated with different time slip numbers you can choose to have only 1 image present for all those specific time ticket #'s when the invoice is printed. Do so by unchecking **“Print with Invoice”** on all employees on custom slip except one; otherwise, in the instance of 15 employees on 1 custom time sheet, the computer may create 15 copies of that one-time sheet when the invoice is generated.

11.1.6 Once hours are entered and all signed boxes are checked, click **“Upload”** at bottom right of the screen. If file uploaded successfully, it will permanently be stored in HQ.

11.1.7 These procedures should be followed with every ticket for every day of the billing week.

**NOTE, it will save you tons of time if your ticket printer has a good ribbon for the QR code to be properly read. Additionally, you should ensure there is proper alignment of the print. The QR code needs to be in between the 2 blue lines for it to be read by the scanner**



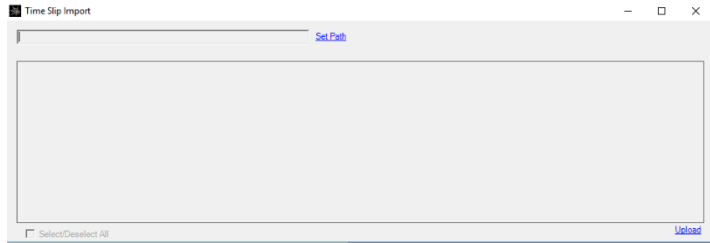
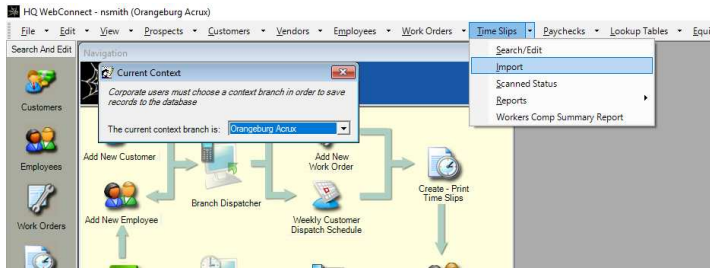
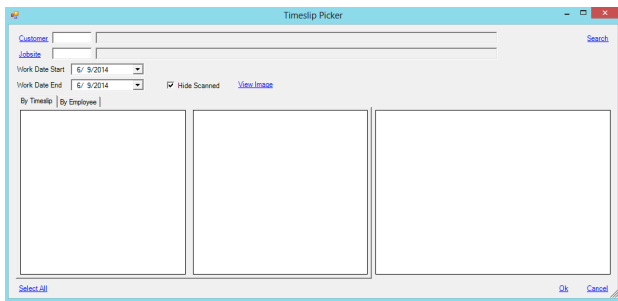


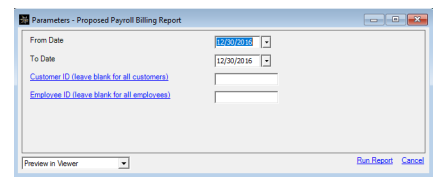
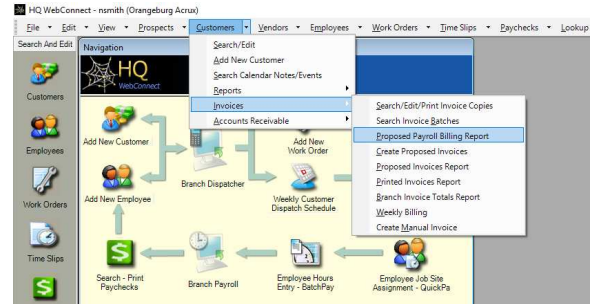
Figure 11.2



## 11.2 Invoicing Procedures

11.2.1 The first step in the billing process is to review the Proposed Payroll Billing Report. Go to **“Customers”, “Invoices”, “Proposed Payroll Billing Report”** and then enter the from and to dates for the previous week.

11.2.2 Review the report and ensure your Pay Rates, Bill Rates and Margins are all correct. Make any corrections as necessary before invoicing. Save this report to use during Invoicing.



**Payroll/Billing Time Slip Report**

Report Date: 12/28/2016  
Data Range: 12/19/2016 - 12/25/2016

Branch ID: 121 Orangeburg Acruz  
Customer: 32502 Acruz Staffing - Orangeburg

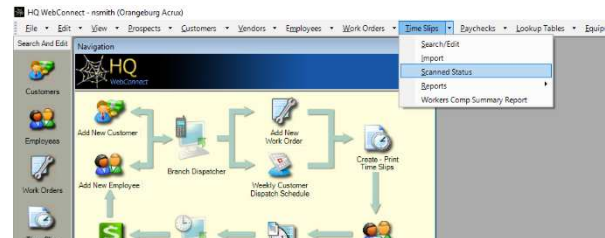
Time Slip	Employee	Job Site	Work Date	Hours	Regular			Overtime			Special			Gross Pay	Gross Bill	Margin	%	
					Bill Rate	Pay Rate	Hours	Bill Rate	Pay Rate	Hours	Bill Rate	Pay Rate	Hours					
461664	BOGAZAFATL KAYLA		12/29/16	0.00	00.00	07.25	0.00	00.00	00.00	0.00	00.00	00.00	00.00	00.00	00.00	00.00	0.00%	
461662	BOGAZAFATL KAYLA		12/29/16	0.00	00.00	07.25	0.00	00.00	00.00	0.00	00.00	00.00	00.00	00.00	00.00	00.00	0.00%	
461660	BOGAZAFATL KAYLA		12/29/16	0.00	00.00	07.25	0.00	00.00	00.00	0.00	00.00	00.00	00.00	00.00	00.00	00.00	0.00%	
461658	BOGAZAFATL KAYLA		12/29/16	0.00	00.00	07.25	0.00	00.00	00.00	0.00	00.00	00.00	00.00	00.00	00.00	00.00	0.00%	
461656	BOGAZAFATL KAYLA		12/29/16	0.00	00.00	07.25	0.00	00.00	00.00	0.00	00.00	00.00	00.00	00.00	00.00	00.00	0.00%	
<b>Customer Totals:</b>				0.00	00.00	00.00	0.00	00.00	00.00	00.00	00.00	00.00	00.00	00.00	00.00	00.00	00.00	0.00%

Customer: 32375 Denmark Lumber

Time Slip	Employee	Job Site	Work Date	Hours	Regular			Overtime			Special			Gross Pay	Gross Bill	Margin	%		
					Bill Rate	Pay Rate	Hours	Bill Rate	Pay Rate	Hours	Bill Rate	Pay Rate	Hours						
461612	SWANIN PAULMANN		12/29/16	00.00	00.00	04.10	07.75	0.75	02.15	00.00	00.00	00.00	00.00	00.00	00.00	00.00	00.00	0.00%	
461610	VAHRETT T. COLEMAN		12/29/16	00.00	00.00	04.10	07.75	0.75	02.15	00.00	00.00	00.00	00.00	00.00	00.00	00.00	00.00	0.00%	
<b>Job Site Totals:</b>				00.00	00.00	00.00	0.00	00.00	00.00	00.00	00.00	00.00	00.00	00.00	00.00	00.00	00.00	00.00	0.00%

11.2.3 The next step is to check the Scanned Status of your time slips, this can be done by selecting **“Time Slips”, “Scanned Status”**, enter the start and end dates for the previous week and select search the status of all tickets will be displayed. If you select **“Hide Scanned before searching**, only those tickets that need to be scanned will be displayed.



11.2.4 Upon completion of scanning all tickets, it's now time to create the proposed invoices.

Time Slip Scanned Status

Time Slip	Customer Name	Job Site Name	Scanned	Spred	Hours	Print With Invoice	Custom Time Slip
461642	Acruz Staffing - Orangeburg	In-House Driver	NO	NO		NO	NO
461643	Denmark Lumber	Denmark Lumber	YES	YES	74.50	YES	YES
461640	Hanson Building Corp	Hanson Building Corp	YES	YES	25.00	YES	YES
461641	INTERMARK MANAGEMENT	INTERMARK MANAGEMENT	NO	NO		NO	NO
461643	Pin High Vectors of A Orangeburg	Genes & Grounds	YES	YES	18.00	YES	YES
461645	Woods Group - Seaborn Greene	Woods Group - Seaborn Greene	YES	YES	25.00	YES	YES
461644	Acruz Staffing - Orangeburg	In-House Driver	NO	NO		NO	NO
461678	Acruz Staffing - Orangeburg	In-House Driver	NO	NO		NO	NO
461680	Acruz Staffing - Orangeburg	In-House Driver	NO	NO		NO	NO
461681	Acruz Staffing - Orangeburg	In-House Driver	NO	NO		NO	NO
461676	Denmark Lumber	Denmark Lumber	YES	YES	45.00	YES	YES
461629	Acruz Staffing - Orangeburg	In-House Driver	NO	NO		NO	NO
461636	Acruz Staffing - Orangeburg	In-House Driver	NO	NO		NO	NO
461673	Acruz Staffing - Orangeburg	In-House Driver	NO	NO		NO	NO



Bill Rate (charging proper rates to customers)  
Profit Margin % (ensuring margins are exact, if not,  
understanding why they aren't)

11.2.5 From the top of the main menu, select **“Customers,**  
**“Invoices,”** then **“Create Proposed Invoices.”**

11.2.6 Invoices are created by Customer and By Job Site. Use the Proposed Payroll Billing Report to determine which customers and Job Sites need to be invoiced.

11.2.7 For each customer in the report, type in the customer id of the customer to bill. If there are specific job sites, click the blue job site link, select the appropriate site then click **“Get Hours.”** Your unbilled time slips for that customer and job site will be displayed.

11.2.8 All time slips with hours will now show so select all slips that are to be billed by individually checking each or click **“Select All”** at the bottom left of the page. At this point, add total hours on physical tickets with a calculator to ensure those hours match with selected hours on screen. If there is overtime hours check to ensure that the hours are billable and adjust accordingly.

11.2.9 If hours or are incorrect or unbillable, right click the appropriate time ticket and select **“Adjust Billing Hours.”** Make necessary hours or bill rate adjustments in the pre-invoice adjustment row. In the reasoning box, type in why you made the adjustment. Click **“Ok.”**

11.2.10 Once you are satisfied with the billable hours, select **“Create Proposed Invoices.”**

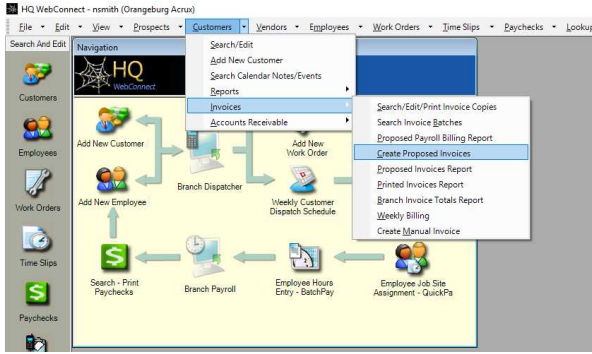
11.2.11 The Ticket Scanning Verification page will now be displayed and will show all tickets that were just billed and whether each was scanned in and had a verified signature.

11.2.12 If any section says no, you can't proceed. Go back and repeat the scanning ticket and adding processes sections as stated above. Once again, select **“Create Proposed Invoices”** and continue to the ticket scanning verification page. If all is now scanned and signed, select **“Ok.”**

11.2.13 Once all invoices have been created verify correctness, by reviewing the Proposed Invoices Report.

11.2.14 Choose **“Customers,” “Invoices,”** then **“Proposed Invoices Report.”** Select the appropriate date parameters (previous Monday through Sunday) to print a screen copy of the invoices report. There are 3 items to check in this process:

Item (ensuring regular/overtime is correct)



HQ WebConnect - smmith (Orangeburg Acrux) [Proposed Billing - Invoicing]

Invoice Date: 12/31/2016 | Current Week Invoice | By Job Site | Show Invoiced/Unpaid Hours

Hours	Customer	Customer ID	Job Site ID	Job Site	Customer	Comp Code	Employee	Emp ID	Work Date	Paycheck	Pay Type	Reg Hours	Res Rate	Over Hours	Out Rate
12/30/16	465928	Y	Y	Denmark Lumber	SC8232	Ibrahim, M	247871990	12/26/2016	175672	Weekly	37.25	\$14.10	0.00	\$21.11	
12/30/16	465928	Y	Y	Denmark Lumber	SC8232	LAMBERT, C.	102633063	12/26/2016	175672	Weekly	37.25	\$14.10	0.00	\$21.11	
12/30/16	4664976	Y	Y	Denmark Lumber	SC8232	Moody, Keith S.	250354511	12/26/2016	175672	Weekly	16.50	\$14.10	0.00	\$21.11	
12/30/16	4664976	Y	Y	Denmark Lumber	SC8232	Everson, P	274161605	12/26/2016	175672	Weekly	16.50	\$14.10	0.00	\$21.11	
12/30/16	4664976	Y	Y	Denmark Lumber	SC8232	Fraser, Syron D.	281492013	12/26/2016	175672	Weekly	16.50	\$14.10	0.00	\$21.11	
12/30/16	4664976	Y	Y	Denmark Lumber	SC8232	SHULTZ, CHARL	295414286	12/26/2016	175672	Weekly	16.50	\$14.10	0.00	\$21.11	
12/30/16	4664976	Y	Y	Denmark Lumber	SC8232	Everson, G	246491543	12/26/2016	175721	Weekly	5.00	\$14.10	0.00	\$21.11	

Summary: Regular Hours: 0.00, Overtime Hours: 0.00, Special Hours: 0.00, Total Hours: 0.00, Invoice Total: \$0.00

Ticket Scanning Verification

Time Slip ID	Scanned In	Signed
4659428	Yes	YES
4659428	Yes	YES
4664976	Yes	YES
4664976	Yes	YES
4664976	Yes	YES
4664976	Yes	YES
4664976	Yes	YES
4664976	Yes	YES

Buttons: Ok, Cancel

**Proposed Invoices Report**

Report Date: 1/4/2017  
Date Range: 12/26/2016 - 1/1/2017

**Orangeburg Acrux**

Invoice ID: 856613 | Invoice Date: 12/31/2016 | PO Number: Denmark Lumber  
Customer: 32375 | Job Site: Denmark Lumber  
EMAIL THIS INVOICE TO: wanda.williams@denmarklumber.com

Time Slip	Emp ID	Employee Name	Item	Work Date	Hours	Bill Rate	Bill Amt	Gross Pay	Unbillable Pay	Comp Code	Workers Comp	Tax Burden	Gross Profit	%
<b>Billable (prints on invoice)</b>														
4664976	358229	Bonnaparte, Quintin S	Regular	12/26/2016	5.00	\$14.10	\$70.50	\$38.75	\$0.00	SC8232	\$3.57	\$4.32	\$23.87	33.9%
4664976	304147	Bourman, Ricky	Regular	12/26/2016	10.50	\$14.10	\$148.05	\$81.38	\$0.00	SC8232	\$7.49	\$9.09	\$50.10	33.8%
4664976	304484	Fraser, Syron D.	Regular	12/26/2016	10.50	\$14.10	\$148.05	\$81.38	\$0.00	SC8232	\$7.49	\$9.09	\$50.10	33.8%
4659428	333644	Ibrahim, Muhammad S	Regular	12/26/2016	37.25	\$14.10	\$525.23	\$288.69	\$0.00	SC8232	\$26.56	\$32.22	\$177.76	33.8%
4659428	375322	LAMBERT, J	Regular	12/26/2016	37.25	\$14.10	\$525.23	\$288.69	\$0.00	SC8232	\$26.56	\$32.22	\$177.76	33.8%
4664976	353827	MILLER, CHARLES E	Regular	12/26/2016	10.50	\$14.10	\$148.05	\$81.38	\$0.00	SC8232	\$7.49	\$9.09	\$50.10	33.8%
4664976	378431	Moody, Keith S	Regular	12/26/2016	10.50	\$14.10	\$148.05	\$81.38	\$0.00	SC8232	\$7.49	\$9.09	\$50.10	33.8%
<b>Unbillable (not printed on invoice)</b>														
4659428	333644	Ibrahim, Muhammad S	Driver Pay	12/26/2016			\$0.00	\$10.00	\$0.00	SC8232	\$0.00	\$0.00		
<b>Invoice 856613 Totals:</b>														
					121.50		\$1,713.16	\$941.63	\$10.00		\$96.63	\$105.12	\$569.79	33.3%
<b>Gross Margin:</b>							\$761.54							
<b>Percent Margin:</b>							44.5%							
<b>Percent Markup:</b>													60.0%	

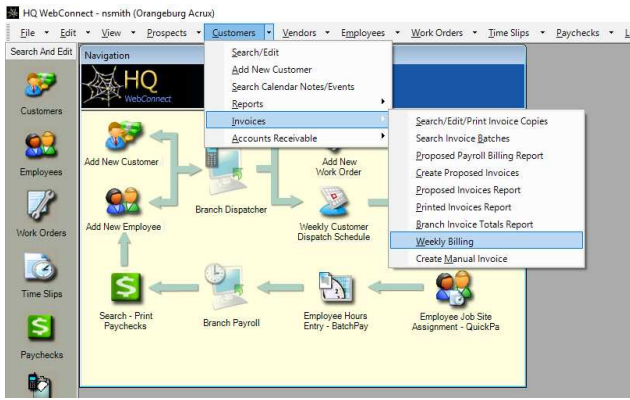
11.2.15 Once the Proposed Invoices Report has been reviewed, select **“Customer,” “Invoices,”** then **“Weekly Billing.”** All invoices you just created will appear on the screen.

11.2.18 Once all invoices are verified, click **“Select All”** and **“Save”** and the proposed invoices will be created. Additionally, this step allows the billing department at corporate to have knowledge of the completion of the branch billing process.

11.2.19 Upon your completion of the verification HQ Webconnect will then send notification to the billing department that your invoices are ready to be checked and printed!

11.2.16 Begin by ensuring the start and end dates are correct. Next, glance through each created invoice to ensure all detailed information is correct. If the invoice is highlighted in red there is a difference between the invoiced hours and the hours invoiced.

11.2.17 Click on the highlighted invoice and the right click over the line and select **“Open Details”**. This will show you any time slips that need correction. By selecting the time slip and right clicking you can open the time slip and determine where the error is.



Weekly Billing

Invoice Date: 12/31/2016 | Unverified | All | Verified | Refresh

Verified	InvoiceID	CustomerName	JobSiteName	InvoiceAmount	Total Invoiced Hours	Total Timeslip Hours
<input checked="" type="checkbox"/>	856601	Intercon Building Corp	Intercon Building Corp	\$354.45	25.00	25.00
<input type="checkbox"/>	856608	Woda Group - Seaborn Greene	Woda Group - Seaborn Greene	\$372.50	25.00	25.00
<input type="checkbox"/>	856610	Pin High Visions d/b/a Orangeburg County Club	Greens & Grounds	\$247.50	18.00	18.00
<input checked="" type="checkbox"/>	856613	Denmark Lumber	Denmark Lumber	\$1,713.16	121.50	119.50
				<b>Total Invoiced Hours</b>	<b>190.00</b>	<b>Total Timeslip Hours</b>
						<b>188.00</b>

Cancel Save

Weekly Billing

Invoice Date: 12/31/2016 | Unverified | All | Verified | Refresh

Verified	InvoiceID	CustomerName	JobSiteName	InvoiceAmount	Total Invoiced Hours	Total Timeslip Hours
<input checked="" type="checkbox"/>	856601	Intercon Building Corp	Intercon Building Corp	\$354.45	25.00	25.00
<input type="checkbox"/>	856608	Woda Group - Seaborn Greene	Woda Group - Seaborn Greene	\$372.50	25.00	25.00
<input type="checkbox"/>	856610	Pin High Visions d/b/a Orangeburg County Club	Greens & Grounds	\$247.50	18.00	18.00
<input checked="" type="checkbox"/>	856613	Denmark Lumber	Denmark Lumber	\$1,713.16	121.50	119.50
				<b>Total Invoiced Hours</b>	<b>190.00</b>	<b>Total Timeslip Hours</b>
						<b>188.00</b>

Open Invoice Open Details

Cancel Save

Weekly Billing Detail

InvoiceID: 856613 | Customer: Denmark Lumber | Jobsite: Denmark Lumber

TimeslipID	Timeslip Hours	Paycheck Hours	Hour Adjustment
4664976	45.00	47.00	
<b>Totals</b>		<b>119.50</b>	<b>0</b>

Show All

Weekly Billing

Invoice Date: 12/31/2016 | Unverified | All | Verified | Refresh

Verified	InvoiceID	CustomerName	JobSiteName	InvoiceAmount	Total Invoiced Hours	Total Timeslip Hours
<input checked="" type="checkbox"/>	856601	Intercon Building Corp	Intercon Building Corp	\$354.45	25.00	25.00
<input checked="" type="checkbox"/>	856608	Woda Group - Seaborn Greene	Woda Group - Seaborn Greene	\$372.50	25.00	25.00
<input checked="" type="checkbox"/>	856610	Pin High Visions d/b/a Orangeburg County Club	Greens & Grounds	\$247.50	18.00	18.00
<input checked="" type="checkbox"/>	856613	Denmark Lumber	Denmark Lumber	\$1,713.16	121.50	121.50
				<b>Total Invoiced Hours</b>	<b>190.00</b>	<b>Total Timeslip Hours</b>
						<b>190.00</b>