Time Tracking System

Errors while submitting timesheets

image.png

This error typically occurs when there are existing records for the same timesheet in the system, and the system is preventing a duplicate submission. It may also indicate that you're trying to allocate hours to the same work package more than once.

No worries, though! Here’s what you can do to fix it:

Step 1:

Click **Review current timesheet**. Take a quick stroll through each row to make sure you're not accidentally double-allocating hours to the same work package (see the example image below). Sometimes, the BMS front-end is sharp enough to catch this for you, but other times, it might let it slip through until the database throws a fit. So, it's a good idea to give it a careful look yourself!

image.png

If you’ve double-checked and are confident there’s no duplicate work package, but BMS is still throwing the error, then it’s time to move on to the next step!

Step 2:

Make sure you only have one tab or window of BMS open. If you’re running multiple browsers (like Edge, Chrome, etc.) or have several tabs/windows open with the same timesheet, it could cause some unexpected behaviour in BMS. Just double-check and ensure there’s only one open!

Click on **Time Tracking System** to open a fresh Timesheet List. Then, pick the timesheet you want from the list. This gives you a clean, up-to-date page to work from. **Important:** Don’t use the browser’s "back" or "refresh" buttons (those little arrows in the top left corner!). They won’t give you the latest info from BMS. Instead, they’ll just show you what the browser remembers, which might not reflect the real-time data from BMS.

image.png

After filling in all the fields and hitting **Save**, if the issue is still hanging around, it's time to move on to **Step 3**!

Step 3:

I know, I know – it sounds like the classic tech support advice, but sometimes it works like magic: log out, close your browser, or even give your computer a quick restart. Something might’ve gone a bit haywire behind the scenes, and while we’re not exactly sure what, starting fresh often clears it right up. Give it a shot!

If everything’s working perfectly now, awesome! If not, no worries—just reach out to the dev team (Andre, Neha, or Eirian). We’re here and happy to help if you’ve already tackled all the steps and things still aren’t cooperating. Let’s get it sorted!

New Staff Rate Assignment

Changes for Staff Rate Assignment to Staff

New Functionality Added

You can now add multiple staff bands with from and to date for a specific fiscal year.

If some staff rate (for both new and old calculations) changes in the middle of the year, this new feature will give correct labor transactions, fixing the issues we had in the past.

<u>Note: For active rate (current), please leave 'To Date' field empty.</u>

Instructions

CASE 1: New fiscal Year Change

- To Date field should be added for the current row and a new row should be added for the new fiscal year.

A screenshot of a computer AI-generated content may be incorrect.

CASE 2: Rate Change in middle of year

- End date should be chosen, and new row should be added.

A screenshot of a computer AI-generated content may be incorrect.

CASE 3: Staff Band is similar but Rate changes for old calculation

- Add new row and update rates, but select same staff band.

A screenshot of a computer AI-generated content may be incorrect.

Deleting Duplicate Timesheets

Background:

The BMS has a known issue where it is possible to submit duplicate timesheets which can result in miscalculation of labour transactions. As a result, the IT Department has disabled the ability to generate labour transactions if duplicates are detected for the labour weekending date in question.

How To:

1. Go to the page [Duplicate Timesheet (candu.org)]
2. Once on the page, select the Weekend Date and click search
   image.png

3. If there are any duplicate timesheets, they will appear in the table with a "Delete" button for each duplicate. Click the "Delete" button and you will be asked to confirm the delete action. This will delete all duplicates and leave just a one record so the user does not have to resubmit timesheet,
   image.png
   image.png

4. Repeat step 3 for all duplicates unit there are no more duplicate timesheet records.

Repeat the steps above for all weekend dates.

Below is a video demonstrating the process

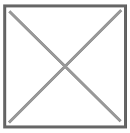
DeletingDuplicateTimesheet.mp4

Notes on COG Staff

Only users with access to view "COG Staff" can access this feature. Staff notes are permanent records, and the content can only be edited or deleted within 24 hours of creation. Note privacy, however, can be edited at any time.

- **Notes on a specific staff member**

Users can select "View Notes" from the action menu or click the Note icon in the COG Staff Details drawer to view notes for a specific staff member.



The small number in the bubble indicates the total number of notes associated with the staff.

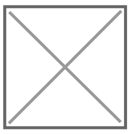
image.png

Users can click on the Edit icon to edit a note. However, the content can only be edited within 24 hours of creation.

image.png

- **All staff notes**

Users can click on the Note icon to view all notes that are visible to them.



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Automatic Labor Transactions – Process Documentation

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Overview

This document outlines the process and logic for **automatic labor transaction generation** within the system. These transactions are generated based on a bi-weekly pay period schedule tracked by Bernice.

Labor transaction generation occurs **automatically every Tuesday at 11:00 AM EST**. The following sections describe the conditions and actions performed during this process.

Key Notes

- Labor transactions align with bi-weekly pay periods tracked by Bernice.
- The automation is scheduled to be executed every **Tuesday at 11:00 AM EST**.
- Examples used in this documentation pertain to the week ending on:
    - **August 10, 2025 (2025-08-10)**
    - **August 17, 2025 (2025-08-17)**

Definitions

- **Locked Weekend Date:** A status indicating that labor transactions for the corresponding week are finalized and should not be altered.
- **Old Method:** Legacy calculation method defined by the project.
- **New Method:** Updated or revised calculation method for project labor processing.
- **Approved Timesheet Revision:** If an already approved timesheet is modified, it triggers a new transaction generation.

Process Logic

1. Week One Automation – Tuesday, August 12, 2025

This runs processes transactions for the **weekend date: August 10, 2025**.

Step 1: Duplicate Timesheet Check

- At 11:00 AM, the system will scan for **duplicate timesheets** associated with the weekend date 2025-08-10.
- If any duplicates are found, they will be **automatically deleted**.

Step 2: Lock Status Verification

- The system checks whether the weekend date 2025-08-10 is **locked**.

a. **If Not Locked:**

- Generate labor transactions using the **old method** for weekend date ‘2025-08-10’(for projects where calculation method = old).

- Generate labor transactions using the **new method** for weekend date ‘2025-08-10’ (for projects where calculation method = new).

- If any **approved timesheets have been revised**, generate labor transactions accordingly (applies to both calculation methods).

b. If Locked:

- **No action** is taken; the system does not regenerate or modify transactions.

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2. Week Two Automation (Pay Week) – Tuesday, August 19, 2025

Since this date falls within a **pay period**, the system processes both pay weeks (2025-08-10 and 2025-08-17) and locks the generated labor transactions.

Step 1: Repeat Week One Process for August 10, 2025

- Execute all steps described under the August 12, 2025 automation.

Step 2: Process for Weekend Date – August 17, 2025

a. Duplicate Timesheet Check

- At 11:00 AM, the system checks for duplicate timesheets for the weekend date 2025-08-17.

- Any detected duplicates are deleted automatically.

b. Lock Status Verification

- The system verifies if the weekend date 2025-08-17 is locked.

i. If Not Locked:

- Generate labor transactions using the **old calculation method** for weekend date ‘2025-08-17’.

- Generate labor transactions using the **new calculation method** for weekend date ‘2025-08-17’.

- If any **approved timesheets have been revised**, generate labor transactions accordingly.

ii. If Locked:

- No further action is taken.

Step 3: Pay Period Locking

- The system checks if the current week is designated as a **pay period**.
  - If **Yes**:
    - Lock labor transactions for both weekend dates (2025-08-10 and 2025-08-17).
  - If **No**:
    - No changes are made to the lock status.

Fiscal Year End Yearly Process

- Pause automatic labor transaction after running last transaction for Fiscal Year. (Confirm the date with Finance to finalize last transactions to run).
    - Comment the code in Kernel.php
- Wait for Finance to close all their labor transactions for last fiscal year.
- When Finance alerts about they have closed all their labor transactions, following steps are required to do *(Note: Finance may take up to mid to end April to close it)*

Once Finance has confirmed that last fiscal year is closed, following actions need to be taken:

Action required to be done by Finance

1. Make sure new staff bands rates have been entered into by Finance. https://bms.services.conexusnuclear.org/BMS/StaffBands.jsp
2. For each Conexus staff, new row should be entered, and respective staff bands need to be assigned for new fiscal year.
    1. There is documentation on how staff rates should be added.
    2. http://knowledge.services.conexusnuclear.org/books/bms-features-and-support/page/new-staff-rate-assignment

Action from IT

1. Make ‘2026/27’ year active from BMS.(https://bms.services.conexusnuclear.org/BMS/FiscalYear.jsp)
2. Make sure finance will run labor transactions manually for the weekend dates that have not ran for FY ‘2026/27’.
3. Resume automatic labor transactions.