

## FORMATTING EXCEL TIMECARDS FOR IMPORT INTO FOUNDATION

In this session, we will cover a number of examples of Excel timecard templates. This session will cover mapping of the timecard to a data set that may be imported into Foundation.

The most important thing to remember when creating a timecard in Excel is that the field references need to match the values / items in Foundation. These include :

- Employee ID
- Job ID
- Cost Code ID
- Earn Code ID
- .... some other fields if included in the timecard:
- Trade ID
- Equipment ID
- Department ID

Below you will see an example of a timecard that has been created in Excel. For the most part, users will enter information in the Excel timecard, print it, and then manually enter the data in Foundation.

	A	B	C	D	E	F	G	H	I	J	K	L	M	N
1						For Week Ending:					9/25/2011		Total	
2	JOB NUMBER			COST		Mon	Tues	Wed	Thur	Fri	Sat	Sun	Wkly	
3				CODE		9/19	9/20	9/21	9/22	9/23	9/24	9/25	Hours	
4	EMPLOYEE NO.	129	NAME: Hernandez, Jose											
5	1557	Sentara	101	ST	8	8	8	8	8				40	
6				OT							4		4	
7				ST									0	
8				OT									0	
9				ST									0	
10				OT									0	
11				ST									0	
12				OT									0	
13				ST									0	
14				OT									0	
15	TOTAL DAILY HOURS					8	8	8	8	8	4	0	44	
16	NOTES													
17	EMPLOYEE NO.	115	NAME: Anderson, Scott											
18	1830	USS Trenton	102	ST	8								8	
19				OT									0	
20	1118	Floyd Mfg.	101	ST			8	8	8	8			32	
21				OT									0	
22	1830	USS Trenton	100	ST								8	8	
23				OT									0	
24				ST									0	
25				OT									0	

As we all know, multiple points of data entry can cause errors. If the data has been entered on a form, the easiest way to transfer the data is to import the file. This requires mapping the appropriate fields into a data page that can be saved as a .csv file and imported into Foundation.

First, let us look at the setup of the timecard. There are many variations of timecards based on the individual company needs. When creating a timecard, you need to keep the format simple, yet allow data entry for capture of all of the information required for the import.

In the example below, we have a repetitive set of timecards that are “stacked” on top of each other. Each employee has their own timecard section represented by a table that allows entry of 5 jobs during a single week. Again, the format of the timecard will be dependent on your individual company requirements. If you have workers that are on 15 different jobs during a week, this timecard layout would not meet your needs.

When creating the timecards, take time to determine items that are STATIC and which items are VARIABLE. In the example below we see have the following:

Typically the STATIC items do not need to be entered on a week-by-week basis. These are the items that we would expect to see on the timecard every week. The VARIABLE items are the items that are entered for each employee.

<u>STATIC</u>	<u>VARIABLE</u>
DATES	JOB ID
EMPLOYEE ID / NAME	COST CODE
	HOURS

The header of this timecard houses the days of the week in separate columns. These days are “static” for each timecard in the form.

	A	B	C	D	E	F	G	H	I	J	K	L	M	N
1						For Week Ending:						9/25/2011	Total	
2	JOB NUMBER			COST		Mon	Tues	Wed	Thur	Fri	Sat	Sun	Vkly	
3				CODE		9/19	9/20	9/21	9/22	9/23	9/24	9/25	Hours	
4	EMPLOYEE NO.	129		NAME:	Hernandez, Jose									
5		1557	Sentara	101	ST	8	8	8	8	8			40	
6					OT						4		4	
7					ST								0	
8					OT								0	
9					ST								0	
10					OT								0	
11					ST								0	
12					OT								0	
13					ST								0	

A formula has been used to calculate the days of the week based on the week ending date entered at the top of the page. The formula for Monday’s date is the value in K1 – 6. This formula will be repeated for the dates Tues – Sunday.

F3														
	A	B	C	D	E	F	G	H	I	J	K	L	M	
1						For Week Ending:						9/25/2011	Total	
2	JOB NUMBER			COST		Mon	Tues	Wed	Thur	Fri	Sat	Sun	Vkly	
3				CODE		9/19	9/20	9/21	9/22	9/23	9/24	9/25	Hours	
4	EMPLOYEE NO.	129		NAME:	Hernandez, Jose									
5		1557	Sentara	101	ST	8	8	8	8	8			40	

You will see that the Forms are the same size and the entry fields are in the same cells for each employee. Keeping the form clean and simple can minimize confusion and optimize data validity.

The Employee Number / Name field(s) are in the same position on every form. These are Static in the sense that they refer to the same employee for the individual timecard section.

	A	B	C	D	E	F	G	H	I	J	K	L	M	N
1														
2		<b>JOB NUMBER</b>		<b>COST</b>		Mon	Tues	Wed	Thur	Fri	Sat	Sun	<b>Total</b>	
3				<b>CODE</b>		9/19	9/20	9/21	9/22	9/23	9/24	9/25	<b>Wkly</b>	
4		<b>EMPLOYEE NO.</b>	129	<b>NAME:</b>	Hernandez, Jose								<b>Hours</b>	
5		1557	Sentara	101	ST	8	8	8	8	8			40	
6					OT						4		4	
7					ST								0	
8					OT								0	
9					ST								0	
10					OT								0	
11					ST								0	
12					OT								0	
13					ST								0	
14					OT								0	
15			TOTAL DAILY HOURS			8	8	8	8	8	4	0	44	
16			NOTES											
17		<b>EMPLOYEE NO.</b>	115	<b>NAME:</b>	Anderson, Scott									
18		1830	USS Trenton	102	ST	8							8	
19					OT								0	
20		1118	Floyd Mfg.	101	ST			8	8	8	8		32	
21					OT								0	
22		1830	USS Trenton	100	ST							8	8	
23					OT								0	
24					ST								0	
25					OT								0	
26					ST								0	
27					OT								0	
28			TOTAL DAILY HOURS			8	0	8	8	8	8	8	48	
29			NOTES											
30		<b>EMPLOYEE NO.</b>	189	<b>NAME:</b>	BRIGHT, JEFFREY									
31		1557	Sentara		ST	8	8	8	8	8			32	
32					OT								0	
33		1674	Wmsbg. Lodge		ST								0	
34		Corr. w/e 6/12 (Sat.)			OT							8	8	

This example has multiple lines to enter data. One for REGULAR time and another for OVERTIME.

	A	B	C	D	E	F	G	H	I	J	K	L	M	N
1														
2		<b>JOB NUMBER</b>		<b>COST</b>		Mon	Tues	Wed	Thur	Fri	Sat	Sun	<b>Total</b>	
3				<b>CODE</b>		9/19	9/20	9/21	9/22	9/23	9/24	9/25	<b>Wkly</b>	
4		<b>EMPLOYEE NO.</b>	129	<b>NAME:</b>	Hernandez, Jose								<b>Hours</b>	
5		1557	Sentara	101	ST	8	8	8	8	8			40	
6					OT						4		4	
7					ST								0	
8					OT								0	
9					ST								0	
10					OT								0	
11					ST								0	
12					OT								0	
13					ST								0	
14					OT								0	
15			TOTAL DAILY HOURS			8	8	8	8	8	4	0	44	

There are many different formats that companies use for timecard entry. The format is not as important as consistency of the form. If the timecards are contained on multiple tabs for each employee, the layout of the form must be identical to ease the data mapping required to pull the information into Foundation.

[illegible]

This timecard also has a selection screen to choose the employees based on a crew working at a particular job.

[illegible]

		100 - BC - McMullen	600 - WINDOWS	601 - Set Anchors	603 - INTERIOR TRIM	640 - Col.
4						
5		REG	OVT	REG	OVT	REG
6	AJAJ, SERHAN I					
7	AMAYA, JOSE W					
8	HERNANDEZ, FRANCISCO J					
9	JOHNSON, DURELL M					
10						

STK TC 3 [Compatibility Mode] - Microsoft Excel

File Home Insert CUSTOM Page Layout Formulas Data Review View Developer

Paste Font Alignment Number

General

	B	C	D	E	F
1	<b>Cost Code</b>	<b>Quantity</b>			
2					
3	08-034DF - 1000 - GENERAL CONDITIONS				
4					
5					
6					
7					
8					
9					
10					

Some Timecards are very involved and allow data entry with Employees / Equipment / Material Usage :

G2

fx

A

B

C

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CLEAR MON

REFRESH

CLEAR ALL FORMS

Day :

Monday, June 27, 2011

0.00

Date :

6/27/2011

Item

Item

Item

Item

Item

Item

Job :

NORFOLK - NORFOLK BISON INTERMODAL

Foreman :

Employee

Start

Finish

Time

Total

Reg

OT

Reg

OT

Reg

OT

Reg

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Reg

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Reg

OT

MON

MON2

TUE

TUE2

WED

WED2

THU

THU2

FRI

FRI2

SAT

SAT2

SUN

SUN2

REVIEW

IMPORT

EQ IMPORT

EQUIPMEN

Ready

85%

L2

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JOB:

NORFOLK - NORFOLK BISON INTERMODAL

DATE:

06/27/11

Trucks

Hours

Equipment

Hours

Material

Quantity

Material

Quantity

Measurements

Quantity

Measurements

Quantity

Notes / Extra Work

Subs

MON

MON2

TUE

TUE2

WED

WED2

THU

THU2

FRI

FRI2

SAT

SAT2

SUN

SUN2

REVIEW

IMPORT

EQ IMPORT

EQUIPMEN

Ready

85%

Regardless of the format that you choose to use in your entry form, one thing is constant. The data required to import into Foundation needs to be consistent. The items that you import into Foundation also need to be present in Foundation before they are imported. (In other words, if a Job number is entered in the Excel spreadsheet, but does not exist in Foundation, it cannot be imported).

- Jobs
- Employees
- Cost Codes (budgeted or master list)
- Trades
- Earn Codes
- Equipment Items
- UPB Items and Quantities

Of course, there is an issue with connectivity. If the remote user has no connection to the Foundation Server, they would not have the ability to refresh the information. Many users get around this by refreshing the timecard at the home office and then emailing the form to a remote user.

[illegible]

CREATING THE DATA ARRAY FOR IMPORT INTO FOUNDATION

The **most important** part of preparing a timecard for entry into Foudnation is to format a sheet that will gather all of the information from the Entry sheets.

This is the most time consuming and detail oriented process of setting up a timecard for entry.

Below you will see an example of a data array created for import from and Excel Workbook.

A2      fx    =MON!\$J\$7												
	A	B	C	D	E	F	G	H	I	J	K	L
1	JOB	EE	EMPLOYEE	PHASE	PHASE IMP	COST CODE	CC IMP	EARN CODE	HOURS	DATE	INCL	WE DATE
2	NORFOLK				0		0	REG	0	06/27/11	N	7/3/2011
3	NORFOLK				0		0	OT	0	06/27/11	N	7/3/2011
4	NORFOLK				0		0	REG	0	06/27/11	N	7/3/2011
5	NORFOLK				0		0	OT	0	06/27/11	N	7/3/2011
6	NORFOLK				0		0	REG	0	06/27/11	N	7/3/2011
7	NORFOLK				0		0	OT	0	06/27/11	N	7/3/2011
8	NORFOLK				0		0	REG	0	06/27/11	N	7/3/2011
9	NORFOLK				0		0	OT	0	06/27/11	N	7/3/2011
10	NORFOLK				0		0	REG	0	06/27/11	N	7/3/2011
11	NORFOLK				0		0	OT	0	06/27/11	N	7/3/2011
12	NORFOLK				0		0	REG	0	06/27/11	N	7/3/2011
13	NORFOLK				0		0	OT	0	06/27/11	N	7/3/2011
14	NORFOLK				0		0	REG	0	06/27/11	N	7/3/2011
15	NORFOLK				0		0	OT	0	06/27/11	N	7/3/2011
16	NORFOLK				0		0	REG	0	06/27/11	N	7/3/2011
17	NORFOLK				0		0	OT	0	06/27/11	N	7/3/2011
18	NORFOLK				0		0	REG	0	06/27/11	N	7/3/2011
19	NORFOLK				0		0	OT	0	06/27/11	N	7/3/2011
20	NORFOLK				0		0	REG	0	06/27/11	N	7/3/2011
21	NORFOLK				0		0	OT	0	06/27/11	N	7/3/2011
22	NORFOLK				0		0	REG	0	06/27/11	N	7/3/2011
23	NORFOLK				0		0	OT	0	06/27/11	N	7/3/2011
24	NORFOLK				0		0	REG	0	06/27/11	N	7/3/2011
25	NORFOLK				0		0	OT	0	06/27/11	N	7/3/2011
26	NORFOLK				0		0	REG	0	06/27/11	N	7/3/2011
27	NORFOLK				0		0	OT	0	06/27/11	N	7/3/2011
28	NORFOLK				0		0	REG	0	06/27/11	N	7/3/2011
29	NORFOLK				0		0	OT	0	06/27/11	N	7/3/2011

In this example, we see the required fields that are needed to import timecards into Foundation (EE ID, JOB ID, PHASE ID, COST CODE ID, EARN CODE, HOURS, DATE)

Depending on the data entry worksheets, you may need to reference ID numbers from a query.

C2      fx    =IFERROR(VLOOKUP(B2,EMPLOYEES!A:B,2,FALSE), "")					
	A	B	C	D	E
1	JOB	EE	EMPLOYEE	PHASE	PHASE IMP
2	NORFOLK	5006	Boehler, Michael L		0
3	NORFOLK	5006	Boehler, Michael L		0
4	NORFOLK	5006	Boehler, Michael L		0
5	NORFOLK	5006	Boehler, Michael L		0
6	NORFOLK	5006	Boehler, Michael L		0
7	NORFOLK	5006	Boehler, Michael L		0
8	NORFOLK	5006	Boehler, Michael L		0

The user enters the employee NAME and in our data array, we use a VLOOKUP function to reference the actual employee ID field. This can be true for any field that you need to enter on the Timecard. This all depends on the setup of the entry screen, but the logic is repeated for whatever items you wish to import.



Here is an example of a sheet sourced form a query that pulls the EMPLOYEE ID, the EMPLOYEE NAME and the EMPLOYEE ID again.

A2		fx		5208								
	A	B	C	D	E	F	G	H	I	J	K	L
1	employee_id	Name	employee_id2									
2	5208	Avino, Michael	5208									
3	5203	Barone, Michael P	5203									
4	5005	Belcher, Ranzy S	5005									
5	5162	Bellus, Mario T	5162									
6	5006	Boehler, Michael L	5006									
7	5007	Brown, Michele L	5007									
8	5133	Bruscani, Mark A	5133									
9	5008	Caligiuri, Gino A	5008									
10	5204	Caraglin, Mark S	5204									
11	5011	Ciotuszynski, Donald	5011									
12	5200	Easterbrook, Justin V	5200									

The NAME column is used as the NAMED REFERENCE for the dropdown selections, and the employee\_id2 field is used for the lookup function to populate the import sheet.

Here is a similar example of a query that references JOB NUMBERS / DESCRIPTIONS.

A1		fx		job_id							
	A	B	C	D	E						
1	job_id	description	JOB	job_id2							
2		Barker CSD	- Barker CSD								
3	1048	Plant	1048 - Plant	1048							
4	1148	Franklinville CSD	1148 - Franklinville CSD	1148							
5	1150	UNILAND CROSSPOINT	1150 - UNILAND CROSSPOINT	1150							
6	1151	Portville CSD	1151 - Portville CSD	1151							
7	1152	VILLAGE OF GENESEO	1152 - VILLAGE OF GENESEO	1152							
8	1153	Plant - PRODUCTION LABOR	1153 - Plant - PRODUCTION LABOR	1153							
9	1154	PUROLATOR HARDSTAND TAXIWAY	1154 - PUROLATOR HARDSTAND TAXIWAY	1154							
10	ADM	ADMINISTRATION	ADM - ADMINISTRATION	ADM							
11	BMHA	BMHA	BMHA - BMHA	BMHA							
12	CONFERENCE	Conference Room	CONFERENCE - Conference Room	CONFERENCE							

Finally, a sheet that references the Pases available on the Job Budget. This query is refreshed as soon as the user enters a JOB number on the first entry sheet.

	A	B	C	D	E	F
1	job_id	phase_id	description	PHASE		
2	NORFOLK	ITEM1	Furnish & Install PVC Pipe	ITEM1 - Furnish & Install PVC Pipe		
3	NORFOLK	ITEM10	Traffic Loops	ITEM10 - Traffic Loops		
4	NORFOLK	ITEM11	Paint Stripe	ITEM11 - Paint Stripe		
5	NORFOLK	ITEM12	Crusher Run Stone Base	ITEM12 - Crusher Run Stone Base		
6	NORFOLK	ITEM13	Performance/Payment Bond	ITEM13 - Performance/Payment Bond		
7	NORFOLK	ITEM14	Paint Stripe	ITEM14 - Paint Stripe		
8	NORFOLK	ITEM15	Remove & Dispose 10" Concrete	ITEM15 - Remove & Dispose 10" Concrete		
9	NORFOLK	ITEM16	Replace 16" Concrete	ITEM16 - Replace 16" Concrete		
10	NORFOLK	ITEM17	Additional Pref/Payment Bond	ITEM17 - Additional Pref/Payment Bond		
11	NORFOLK	ITEM2	Remove & Dispose 16" Concrete	ITEM2 - Remove & Dispose 16" Concrete		
12	NORFOLK	ITEM3	Replace 16" Concrete	ITEM3 - Replace 16" Concrete		
13	NORFOLK	ITEM4	Remove & Dispose 10" Concrete	ITEM4 - Remove & Dispose 10" Concrete		
14	NORFOLK	ITEM5	Replace 10 & 16" Concrete	ITEM5 - Replace 10 & 16" Concrete		
15	NORFOLK	ITEM6	Paint Stripe	ITEM6 - Paint Stripe		
16	NORFOLK	ITEM7	Replace 12" Concrete	ITEM7 - Replace 12" Concrete		
17	NORFOLK	ITEM8	Remove & Dispose Asphalt Pave	ITEM8 - Remove & Dispose Asphalt Pave		
18	NORFOLK	ITEM9	Replace Asph with 10" Concrete	ITEM9 - Replace Asph with 10" Concrete		
19	NORFOLK	MISC	MISCELLANEOUS	MISC - MISCELLANEOUS		
20						

WHAT DETERMINES THE DATA MAP ?

The key field that determines the layout of the data map is the HOURS field. For every line on a timecard entry form that we have HOURS, we need the associated data attached to the hours (EE ID, JOB ID, PHASE ID, COST CODE ID, EARN CODE, DATE).

I2

=MON!\$K\$10

	A	B	C	D	E	F	G	H	I	J	K	L
1	JOB	EE	EMPLOYEE	PHASE	PHASE IMP	COST CODE	CC IMP	EARN CODE	HOURS	DATE	INCL	WE DATE
2	NORFOLK	5006	Boehler, Michael L		0		0	REG	0	06/27/11	N	7/3/2011
3	NORFOLK	5006	Boehler, Michael L		0		0	OT	0	06/27/11	N	7/3/2011
4	NORFOLK	5006	Boehler, Michael L		0		0	REG	0	06/27/11	N	7/3/2011
5	NORFOLK	5006	Boehler, Michael L		0		0	OT	0	06/27/11	N	7/3/2011
6	NORFOLK	5006	Boehler, Michael L		0		0	REG	0	06/27/11	N	7/3/2011
7	NORFOLK	5006	Boehler, Michael L		0		0	OT	0	06/27/11	N	7/3/2011
8	NORFOLK	5006	Boehler, Michael L		0		0	REG	0	06/27/11	N	7/3/2011
9	NORFOLK	5006	Boehler, Michael L		0		0	OT	0	06/27/11	N	7/3/2011
10	NORFOLK	5006	Boehler, Michael L		0		0	REG	0	06/27/11	N	7/3/2011
11	NORFOLK	5006	Boehler, Michael L		0		0	OT	0	06/27/11	N	7/3/2011
12	NORFOLK	5006	Boehler, Michael L		0		0	REG	0	06/27/11	N	7/3/2011
13	NORFOLK	5006	Boehler, Michael L		0		0	OT	0	06/27/11	N	7/3/2011
14	NORFOLK	5006	Boehler, Michael L		0		0	REG	0	06/27/11	N	7/3/2011
15	NORFOLK	5006	Boehler, Michael L		0		0	OT	0	06/27/11	N	7/3/2011
16	NORFOLK	5006	Boehler, Michael L		0		0	REG	0	06/27/11	N	7/3/2011
17	NORFOLK	5006	Boehler, Michael L		0		0	OT	0	06/27/11	N	7/3/2011
18	NORFOLK	5006	Boehler, Michael L		0		0	REG	0	06/27/11	N	7/3/2011
19	NORFOLK	5006	Boehler, Michael L		0		0	OT	0	06/27/11	N	7/3/2011
20	NORFOLK	5006	Boehler, Michael L		0		0	REG	0	06/27/11	N	7/3/2011
21	NORFOLK	5006	Boehler, Michael L		0		0	OT	0	06/27/11	N	7/3/2011
22	NORFOLK	5006	Boehler, Michael L		0		0	REG	0	06/27/11	N	7/3/2011
23	NORFOLK	5006	Boehler, Michael L		0		0	OT	0	06/27/11	N	7/3/2011
24	NORFOLK	5006	Boehler, Michael L		0		0	REG	0	06/27/11	N	7/3/2011
25	NORFOLK	5006	Boehler, Michael L		0		0	OT	0	06/27/11	N	7/3/2011
26	NORFOLK				0		0	REG	0	06/27/11	N	7/3/2011
27	NORFOLK				0		0	OT	0	06/27/11	N	7/3/2011

5 Day :

Monday, June 27, 2011

0.00

6 Date :

6/27/2011

Item

Item

Item

Item

Item

7 Job :

NORFOLK - NORFOLK BISON INTERMODAL

8 Foreman :

	Employee	Start	Finish	Time	Total	Reg	OT	Reg	OT	Reg	OT	Reg	OT	Reg	OT	Re
10	Boehler, Michael L															
11																
12																
13																
14																

Basically, any field that can be populated with data needs to be mapped to the final import data array sheet.

Believe it or not, this is the mapping for the FIRST ROW of the timecard entry for a single employee for a single day.

Keep in mind that there may be a number of items that are static within the data map. In this example, if an item is in a column heading, it may be used as a static item. (JOB / PHASE / COST CODE / DATE) and to some degree the earn code.

Once the data is “mapped” for a single row, you may copy and paste the formulas to represent additional rows. Do you remember me harping on exact replication of Entry sheets ? If all of the source sheets are layd out in the same manner, it is much easier to find and replace formulas within a range if all of the cell references are identical for the various worksheets.

The screenshot displays a Microsoft Excel spreadsheet with the following data:

	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P
2	HORFOLK	SRBC	Dunkley, Michael L					REG		06/22/2019	H	000000				
3	HORFOLK	SRBC	Dunkley, Michael L					OT		06/22/2019	H	000000				
4	HORFOLK	SRBC	Dunkley, Michael L					REG		06/22/2019	H	000000				
5	HORFOLK	SRBC	Dunkley, Michael L					OT		06/22/2019	H	000000				
6	HORFOLK	SRBC	Dunkley, Michael L					REG		06/22/2019	H	000000				
7	HORFOLK	SRBC	Dunkley, Michael L					OT		06/22/2019	H	000000				
8	HORFOLK	SRBC	Dunkley, Michael L					REG		06/22/2019	H	000000				
9	HORFOLK	SRBC	Dunkley, Michael L					OT		06/22/2019	H	000000				
10	HORFOLK	SRBC	Dunkley, Michael L					REG		06/22/2019	H	000000				
11	HORFOLK	SRBC	Dunkley, Michael L					OT		06/22/2019	H	000000				
12	HORFOLK	SRBC	Dunkley, Michael L					REG		06/22/2019	H	000000				
13	HORFOLK	SRBC	Dunkley, Michael L					OT		06/22/2019	H	000000				
14	HORFOLK	SRBC	Dunkley, Michael L					REG		06/22/2019	H	000000				
15	HORFOLK	SRBC	Dunkley, Michael L					OT		06/22/2019	H	000000				
16	HORFOLK	SRBC	Dunkley, Michael L					REG		06/22/2019	H	000000				
17	HORFOLK	SRBC	Dunkley, Michael L					OT		06/22/2019	H	000000				
18	HORFOLK	SRBC	Dunkley, Michael L					REG		06/22/2019	H	000000				
19	HORFOLK	SRBC	Dunkley, Michael L					OT		06/22/2019	H	000000				
20	HORFOLK	SRBC	Dunkley, Michael L					REG		06/22/2019	H	000000				
21	HORFOLK	SRBC	Dunkley, Michael L					OT		06/22/2019	H	000000				
22	HORFOLK	SRBC	Dunkley, Michael L					REG		06/22/2019	H	000000				
23	HORFOLK	SRBC	Dunkley, Michael L					OT		06/22/2019	H	000000				
24	HORFOLK	SRBC	Dunkley, Michael L					REG		06/22/2019	H	000000				
25	HORFOLK	SRBC	Dunkley, Michael L					OT		06/22/2019	H	000000				
26	HORFOLK							REG		06/22/2019	H	000000				
27	HORFOLK							OT		06/22/2019	H	000000				
28	HORFOLK							REG		06/22/2019	H	000000				
29	HORFOLK							OT		06/22/2019	H	000000				
30	HORFOLK							REG		06/22/2019	H	000000				
31	HORFOLK							OT		06/22/2019	H	000000				
32	HORFOL															

When the data map is complete, Filters may be used to remove (or hide) data that is not required for the import.

In this case, I filter out any values that DO NOT equal zero.

	D	E	F	G	H	I	J	K	L
1	PHASE	PHASE IMP	COST CODE	CC IMP	EARN CODE	HOURS	DATE	INCL	WE DATE
2	ITEM11 - Paint Stripe	ITEM11	ROADMARK - Road	ROADMARK	REG	4	06/27/11	Y	7/3/2011
4	ITEM12 - Crusher Run Stone B	ITEM12	SUBBASE - SUBBASE	SUBBASE	REG	4	06/27/11	Y	7/3/2011
5042									
5043									
5044									

This data can be copied out and saved to a new spreadsheet, saved as a .csv file and imported into Foundation.

An Import Genie will need to be created to reference the cells based on your data map.

A macro can also be created to gather the visible cells within this spreadsheet, copy the data into a new spreadsheet and save the spreadsheet to a pre-determined location.

### Final Thoughts on Excel Timecard Entry:

- Consistency is KEY. Without consistent form design, the data mapping becomes much more difficult. If the forms are designed properly, copying formulas within the data map is clean and (relatively) simple.
- Create the form based on your company's data entry requirements. Should a sheet be created for each Employee ? Each Day ? Each Job ? All of these questions need to be addressed before you begin.
- Data Mapping. The import sheet needs to have the appropriate data required for Foundation Timecard Import. (EE ID, JOB ID, PHASE ID, COST CODE ID, EARN CODE, HOURS, DATE)
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