



WORKING WITH BCIB ON THE JOBSITE

A CONTRACTOR 'HOW TO'
QUICK REFERENCE GUIDE

Updated November 2023



Welcome

This guide helps contractors become familiar with how to work with BC Infrastructure Benefits Inc. (BCIB).

Keep this guide handy and refer to it to support daily operations with BCIB and its employees. Working collaboratively with these processes will help BCIB and contractors deliver successful infrastructure projects and benefit communities closest to the work.

We're looking forward to working with you!

Forward

This version of BCIB's Contractor 'How To Guide' includes updates to the following sections and processes:

- Introduction to the Community Benefits Agreement with a link to the collective agreement
- Priority of interpretation
- Hours of work
- End of work and leave of absence
- Supervisor training

AN IMPORTANT NOTE ABOUT THIS GUIDE

Use this guide as a quick reference to support on-site operations. In case of a conflict between this document and any other document, always refer to the original source.

This guide is provided to assist contractors in implementing their contracts with BCIB. This guide does not change such contracts in any way. Each contract in all circumstances is the exclusive document that sets out the parties' rights, responsibilities, obligations, and duties.

This guide is confidential information pursuant to the applicable contract. Any person using this guide expressly acknowledges the confidential nature of this guide and agrees to not disclose this guide, except in accordance with the applicable contract with BCIB.

TERMINOLOGY

References in this guide to “contractor” is a reference to the entity that has entered into a BCIB-Contractor Agreement or a BCIB-Subcontractor Agreement, as applicable.

Contents

- Welcome 1
- Forward 1
- Introduction to BC Infrastructure Benefits 6
 - Work ethic and professionalism 7
- Who to talk to at BCIB..... 8
 - BCIB on-site presence 8
- Introduction to the Community Benefits Agreement (CBA)..... 8
 - Priority of Interpretation 9
- Jurisdictional assignments 9
- Forecasting..... 9
- Employee requests and dispatch 10
 - Employee Request Overview 10
 - Step 1 – Requesting Employees 10
 - Example Contractor Employee Request form..... 11
 - Requesting Employees with specific skills 12
 - Including apprentices and trainees..... 12
 - Employee request timeline 12
 - Step 2 – Employee sourcing and dispatch 13
 - Hiring turns and how they work 14
 - Priority Hiring 15
 - Local Workers..... 16
 - Rehiring Employees..... 16
 - Step 3 - First day on the job 16
- Shift Variances 17
- Permits 17
 - When does CBA Article 9.505 (for Indigenous Permits) apply?..... 17
 - How to apply for a permit..... 18
 - Available options under the CBA for applying for a permit..... 18
 - Provisional permits 19
- Bringing on subcontractors..... 19
 - How to advise BCIB of subcontractors..... 20
- Onboarding and orientation 20

- BCIB's Contractor 'How To' Guide 3

Training	21
Training schedule	23
How to reschedule training.....	23
Employee absence	24
Employee payslips.....	24
Paid sick days	24
Safety	25
Employee discipline, suspension, and termination	25
Example Recommendation for Discipline form	26
News media on-site	27
Employee appreciation	27
Hours of work.....	27
Regular workday:	27
Overtime Premium.....	28
Shift Differential	28
Irregular Shift Premium	28
Grievance process.....	29
End of work.....	29
Leave of absence.....	29
Example Employee Leave of Absence Form	30
Appendix A - Key references.....	31
The Community Benefits Agreement.....	31
BCIB Health and Safety Policy and Program	31
Workers Compensation Act	31
BCIB-Contractor Agreement and BCIB-Subcontractor Agreements	31
Appendix B - Contractor guide to BCIB timesheets	32
Timesheets, payroll and invoicing.....	32
Timesheet submission and approval	32
Contractor payroll invoices	33
Timesheet and payroll invoice timeline.....	33
Contractor guide to BCIB timesheets.....	34
New User Setup	34
Timesheet Submissions.....	36

Notifying BCIB of Employee Termination 37

Timesheet Status..... 38

Additional Help 39

FDTPRO Video Tutorials 39

Introduction to BC Infrastructure Benefits

BC Infrastructure Benefits Inc. (BCIB) is the province’s construction employer for the skilled trades workforce for Community Benefits Agreement (CBA) projects.

The CBA is an agreement to grow and diversify the skilled trades in British Columbia. As contractors across the province find it increasingly difficult to recruit workers, the CBA helps create opportunities for locals and underrepresented workers to build their careers in construction and fill the skilled trades shortage.

There’s room for improvement, and space for including diversity and reconciliation. BCIB has developed processes and partnerships to grow the number of underrepresented workers by creating opportunities and apprenticeships. As of June 30th, 2023, women made up nine percent of the BCIB workforce and worked 10 percent of the hours. Across CBA projects, 15 percent of BCIB’s workforce has been Indigenous, more than double the industry average of five percent.

These are the strategies BCIB is using to grow and diversify the skilled trades:

Priority Hiring

- The CBA includes a tool called Priority Hiring. It helps qualified workers who have been traditionally underrepresented in the skilled trades get hired first.
- Priority Hiring is not a quota or a target system for hiring underrepresented workers. Instead, it creates meaningful career opportunities through a continuous and equitable hiring process through the life of a project as well as through active recruitment of equity-seeking groups.
- Priority Hiring means that individuals who are members of groups that are traditionally underrepresented in the skilled trades are hired first. These groups include Indigenous people, women, people with disabilities, members of the LGBTQ2S+ community and others.
- When workers are being dispatched to site through BCIB, Priority Hiring may apply to certain types of dispatches. Priority Hiring does not apply to a contractor’s named hires. For more information about the dispatch process, see the “Employee requests and dispatch” section below.

A network of projects for apprentices and trainees

- Apprentices and trainees are the future of the skilled trades. Every trade on a CBA project has an apprentice to journey person ratio that contractors need to consider when submitting employee requests. Specific ratios are available in the Trades Sections of the CBA.
- Apprentices and trainees on CBA projects have access to employment on a number of other CBA projects (through priority rehiring) to help them work towards their certifications.

Respectful Onsite Initiative

- Changing worksite culture so women, Indigenous peoples and other groups traditionally underrepresented in the trades feel safe and respected is critical to diversifying and retaining new workers.
- All BCIB Employees participate in BCIB’s Respectful Onsite Initiative, which includes Indigenous Cultural Competency Training and Justice, Equity, Diversity and Inclusivity (JEDI) training.

Work ethic and professionalism

BCIB and the Allied Infrastructure and Related Construction Council (AIRCC) share a commitment to productive, skilled, and safe work on all CBA projects. We work collaboratively and share successes on the jobsite with contractors and subcontractors to deliver quality and efficient work.

BCIB Employees are held to the following standards:

- Ensuring a respectful and inclusive workplace.
- Adhering to safe work practices: safety is everyone's responsibility.
- Arriving at work on time, fit and prepared for work, with the proper PPE, tools, and clothing, working a full day, and keeping breaks to the prescribed limit.
- No unwarranted absenteeism.
- A drug-and-alcohol-free workplace with strict adherence to established drug-and-alcohol policies.
- No work slowdowns or activity that can delay the completion of the project.
- No personal business conducted on company time.
- Adhering to contractors' and owners' site rules, work procedures, policies, and directives.
- Maintaining all required certifications.
- Respecting property, tools, and equipment.

BCIB will support contractors on corrective action up to, but not limited to discipline, suspension and or termination.

Who to talk to at BCIB

In case of	Contact
Any operational issues, including training and discipline	Site representatives – For site specific contacts for site representatives, visit our website at www.bcib.ca/contractor-contact
All Employee requests	dispatch@bcib.ca CC the BCIB Site Representative
Contractual notices (pursuant to Section 24 of your BCIB-Contractor or Subcontractor Agreement)	gbowley@bcib.ca and contractrep@bcib.ca
Shift variance requests	gbowley@bcib.ca CC the BCIB Site Representative
Workforce forecasting requirements or questions	forecasts@bcib.ca
Questions about payroll	payroll@bcib.ca
Permit requests	permits@bcib.ca
Safety issues or emergencies on-site	safety@bcib.ca and BCIB Site Representative
Bringing on a subcontractor or a sub-subcontractor	contractrep@bcib.ca

BCIB on-site presence

BCIB has representatives on each of its projects to provide support to our Employees, but also to contractors.

Get to know the BCIB Site Representatives so the job can be safe, collaborative, and productive.

BCIB Site Representatives are available from 7:00 am until 3:00 pm, Monday through Friday.

Introduction to the Community Benefits Agreement (CBA)

The [Community Benefits Agreement](#) is a collective agreement that benefits the construction sector in British Columbia by supporting the recruitment, training, and retention of a more diverse workforce—now and for the future. Please read and refer to this document often.

Priority of Interpretation

In the event of any conflict between provisions of the various component documents comprising the CBA, the priority of interpretation shall be in the following order:

- (a) the applicable document entered as described in Article 24 – Enabling Clause (project specific appendix, letter of understanding or enabling agreement)
- (b) the applicable Addenda
- (c) the applicable Appendix(ices), including any applicable sub-Appendix(ices)
- (d) the Master Section
- (e) documents included by reference
- (f) the Trade Sections – Wages; and
- (g) the Trade Sections – Provisions

Jurisdictional assignments

Before work can start on a new CBA project (or before the start of work on a new project phase) the Prime contractor is required to establish jurisdictional assignments.

The jurisdictional assignments for a project are recorded in a list. This list describes which AIRCC-affiliated union is responsible for performing which work tasks on a project. The jurisdictional assignments are set following the jurisdictional procedures outlined in Article 6 of the CBA. BCIB will help guide Prime contractors through the process of establishing jurisdictional assignments at the start of the project and throughout the project as required.

Once jurisdictional assignments are set for the project they cannot be changed unless by mutual agreement between the Prime contractor and all AIRCC-affiliated unions involved.

Forecasting

6-month forecast

- BCIB requires a six-month forecast of workforce requirements from the contractor. This is a one-time requirement when starting work with BCIB.
- The six-month forecast is due to BCIB within five business days of signing the applicable BCIB agreement.
- Along with the forecast, the contractor is required to submit an overall work schedule, including workforce resource loading for the contractor and its subcontractors. This needs to be in the format specified in the contract with BCIB.

Rolling monthly three-month forecast

- BCIB requires a monthly three-month rolling forecast from the contractor.
- This is due on the first business day of each month, starting the second month, after signing the BCIB-Contractor or Subcontractor Agreement.
- Along with the forecast, the contractor is required to submit an overall work schedule, including workforce resource loading for the contractor and its subcontractors. This needs to be in the format specified in the contract with BCIB.

If you do not have a forecast template, you can request one by emailing forecasts@bcib.ca.

Forecasts are also submitted to forecasts@bcib.ca.

Employee requests and dispatch

Employee Request Overview

To fulfill the goal of growing and diversifying the skilled trades workforce in British Columbia, the CBA employs a turn-based approach to hiring crews (described in CBA Article 8.600), alongside Priority Hiring (described in CBA Article 9.100). This approach balances the hiring of workers from contractors, BCIB and the Affiliated Unions and prioritizes opportunities for workers traditionally underrepresented in the skilled trades.

BCIB is the employer for skilled trades workers on CBA projects. On CBA projects, contractors and subcontractors name several of their existing supervisors and workers to their crew. BCIB hires these workers and fills remaining positions with candidates who have registered their credentials at BCIB.ca or with workers from BCIB's Affiliated Union partners.

The procedures contractors follow to request workforce from BCIB is described below.

Step 1 – Requesting Employees

- The contractor completes the Contractor Employee Request (CER) form. If you do not have a CER form, you can request one by emailing dispatch@bcib.ca.
- Include specific requirements/certifications/skills for the requested position(s) to be filled.
- Be sure to include the name and details of any the candidates you want to propose as Name Hires and/or Name Requested from the AIRCC unions.
- Include apprentices and trainees in the request. Find apprenticeship ratio guidelines for each project in the Trades Sections of the CBA at <https://bcib.ca/about-us/cba/>.

Requesting Employees with specific skills

- Be as specific as possible when filling out the Contractor Employee Request (CER) form. Include any and all details of the work that is to be completed, and the required skills/qualifications a new employee should possess in order to complete that work.
- However, a contractor cannot request requirements over and above what is in the CBA, for example, requests of the number of years of experience.

Important note: BCIB and the AIRCC affiliated unions will not dispatch any Candidates who are not qualified for the job. Please be as detailed as possible about the work that will be completed, site conditions, ability to lift, and specific equipment requirements.

Including apprentices and trainees

- Where possible, include apprentices and trainees in your Contractor Employee Requests.
- A summary of the apprenticeship ratios targeted for each trade and project can be found in the Trades Sections of the CBA available on BCIB's website at <https://bcib.ca/about-us/cba/>
- BCIB may request revisions to CERs if they do not include the appropriate number of apprentice requests to journeypersons.

Employee request timeline

30 days before dispatch

- The contractor is required to use the Contractor Employee Request (CER) form to formally request Employees 30 days before the dispatch is requested.
- If there are any workforce recruitment challenges, this timeline gives BCIB and our union partners enough time to broaden recruitment and go outside the region, or province, if need be.
*Please note, in these cases Living Out Allowance (LOA) would be required.

Short notice Employee requests

- BCIB expects a minimum of two-weeks' notice for Contractor Employee Requests. Advance notice of Employee requests helps create greater certainty around the workforce supply for BCIB and for contractors.
- BCIB Contractor and Subcontractor Agreements allow that if a contractor experiences unforeseen circumstances BCIB will work to process Employee requests as quickly as possible, with a minimum of three business days written notice.

HIRING AND DISPATCH COMMON TERMS: CANDIDATE TYPES

BCIB candidate: An individual proposed for an open position by BCIB.

Union candidate: An individual proposed for an open position by an AIRCC-affiliated union.

Name request candidate: An individual proposed for an open position by the Contractor. This individual must be an existing member of an AIRCC union. Priority Hiring applies to name request candidates.

Name hire candidate: An individual proposed for an open position proposed by the contractor. Priority Hiring does not apply to name hire candidates.

Supervisor: Foreperson up to non-working foreperson who has supervisory duties. Priority Hiring does not apply to supervisors.

Rehire: Someone who has been an Employee in the past year. Contractors can request these individuals. Priority Hiring does not apply to rehires.

Step 2 – Employee sourcing and dispatch

- BCIB’s list of qualified candidates is ranked in order of priority and hiring sequence. This list is shared with the AIRCC affiliated unions.
- The unions call and vet proposed candidates for required skills, certificates, licences and experience.
- Candidates are called and dispatched according to the hiring process that is listed in CBA Article 8.600. Priority Hiring applies to name request candidates, BCIB candidates and union candidates. Priority Hiring does not apply to name hires, rehires or supervisors.
- Once a candidate has been identified, accepts the position, and is dispatched, BCIB receives a signed and completed Union Dispatch Clearance (UDC) form. BCIB then provides notice to the requesting contractor.
- The UDC form identifies the Employee by name and shows the source from which the Employee was hired: Name Hire, Name Request or Dispatch.

Hiring turns and how they work

The process for selecting and dispatching Employees is described in CBA Article 8.600.

HIRING AND DISPATCH COMMON TERMS: TURN TYPES

Dispatch turn: A worker from BCIB or the Union’s database is dispatched. The highest priority, qualified candidate is chosen. If there is a tie for highest priority candidate, the BCIB candidate is chosen first, followed by the union candidate and then the Name Request candidate.

Name request turn: The contractor can request someone who is a member of an AIRCC affiliated union, but the highest priority, qualified candidate is still dispatched. If there is a tie for highest priority candidate, the name requested candidate will be chosen first, followed by the union candidate and then the BCIB candidate.

Name hire turn (includes rehires and all supervisors): The contractor may propose a name hire candidate. Priority Hiring does not apply to named hires. This means that the contractor will have the worker that was requested dispatched and onboarded as an Employee.

- Positions are dispatched in a repeating sequence that uses the above turn types in the following order: dispatch, name request, name hire.
- Contractors can name hire all supervisors and any rehires at any point in the project. Requests for these positions do not affect the hiring sequence.
- Contractors are also given an allotment of additional name hire turns, between 2-4 per trade section, to be used at any time. This is based on crew size and number of trades. Requests for these positions do not affect the hiring sequence.

The example below illustrates the hiring process for a contractor requiring 10 employees. This example assumes the name hire allotment is used for the first Employees dispatched.

EXAMPLE: CONTRACTOR REQUIRING 10 EMPLOYEES (CBA ARTICLE 8.601A)

1. Name Hire all supervisors up to and including non-working forepersons.
2. Name Hire any four Employees (Employees one through four).
3. Six remaining Employees hired using the repeating process:
Dispatch, Name Request, Name Hire.

Dispatch	Name Request	Name Hire
		Employee 1
		Employee 2
		Employee 3
		Employee 4
Employee 5	Employee 6	Employee 7
Employee 8	Employee 9	Employee 10

Total workforce composition: Name Hired supervisors, six Name Hires, two Name Requests, two Dispatches.

Priority Hiring

The CBA gives hiring priority to people underrepresented in British Columbia’s construction industry. It is described in the CBA in Article 9.100.

- Those who receive Priority Hiring include Indigenous people, women, people with disabilities, locals, members of the LGBTQ2S+ community, visible minorities and other underrepresented groups in the trades.
- Priority Hiring applies to name requests and dispatched Employees, but not a contractor’s name hires.

Important note: Priority hires must be qualified for the role they are hired for. When contractors submit requests for Employees, they include a description of the work to be performed and any certifications required to complete that work. The union uses this information to vet the qualifications of candidates they dispatch and are responsible for ensuring the dispatched candidate is appropriately qualified to be successful at the job.

Local Workers

- Locals receive priority when being considered for work on CBA projects.
- The definition of local varies slightly on a project-by-project basis. Consult the applicable Project Appendix or Sub-appendix for full details.

CBA Definition of Local	
Project	CBA Definition of Local
For Trans-Canada Highway 1 Projects (excluding Kicking Horse Canyon Phase 4)	Someone who resides within 100 road km of the applicable project site
For the Cowichan District Hospital Replacement Project	Someone living on Vancouver Island and within a 100 km radius of the project site
For Lower Mainland and Fraser Valley Projects	Someone living between Lions Bay to Prest Road, Chilliwack and outside of a forty (40) Road Kilometre “free zone” in each direction from the applicable Site.
All other CBA Projects	Someone living within a 100 km radius of the project site

Rehiring Employees

- Recall rights apply to workers laid off from BCIB in the last year. Contractors can request a worker back on their crew and that worker will be rehired with priority.
- Contractors can indicate a returning Employee on their Contractor Employee Request (CER) form.

Step 3 - First day on the job

- Dispatched Employees arrive at the BCIB site trailer on their first day for onboarding and orientation. Please note that required foundational safety training and supervisor safety training, as applicable, must be completed and confirmed before an Employee is eligible to start work on a CBA project site.
- Onboarding and orientation will take about three hours.
- Once Employees have completed their onboarding and orientation, the BCIB On-Site Representative will introduce the Employees to the contractor’s contact.
- A description of BCIB’s onboarding and orientation is included in the onboarding and orientation section of this document.

Shift Variances

Article 14.100 in the CBA allows contractors to vary the start of the regular workday by a maximum of two hours without penalty or premium payment. Regular workdays are defined in Article 14.900. If you vary a shift start time by more than two hours, hours worked outside of the two-hour variance window are subject to overtime rates.

Furthermore, Article 14.804 stipulates that: (1) CBA Employees must be scheduled for two consecutive working days and (2) when they work outside of regular shift hours, they must be paid at applicable overtime rates.

If you would like to request a shift start time by more than two hours, please email Gareth Bowley (gbowley@bcib.ca) and cc your BCIB site representative, with at least three-business-days notice. Approval from the AIRCC is required before the shift starts.

Permits

In specific situations, permits allow work to be performed on site by workers who are not BCIB Employees.

Article 8.400 and 9.505 of the CBA allows permits to be applied for in the following situations:

- Article 8.402 - Emergency or temporary works.
- Article 8.403 - Intermittent works (e.g. mobilization, de-mobilization).
- Article 9.505 – Indigenous contractors or Indigenous persons working subject to, or as a result of, an agreement with the Province.

Permits are only valid once they have been approved by the AIRCC unions.

When does CBA Article 9.505 (for Indigenous Permits) apply?

CBA Article 9.505, which allows for Indigenous contractors or Indigenous persons working subject to or as a result of an agreement with the Province to obtain a permit to perform work on site without entering into a contract agreement with BCIB, applies to all current projects. This includes all projects included as part of the Trans-Canada Highway 1 Four-Laning Program, including those currently in procurement and yet-to-be-tendered.

These projects include:

- Pattullo Bridge Replacement
- Broadway Subway
- Projects included as part of the Highway 1 – Kamloops to Alberta Four Laning Program, including:
 - Chase West
 - Chase East
 - Salmon Arm West
 - Quartz Creek
 - Kicking Horse Canyon Phase 4

- Ford Road to Tappen Valley Road
- Bruhn Bridge (in planning and procurement)
- Selkirk (in planning and procurement)
- Jumping Creek to Macdonald (in procurement)
- Cowichan District Hospital Replacement Project

HOW TO RENEW A PERMIT

If you need to change the terms of your approved permit, please contact permits@bcib.ca. You will be required to submit a new permit form and a new permit fee will apply.

Article 9.505 does not apply on projects that have not yet been announced.

Note that project-specific agreements may apply, and that Project Definition Appendices may make further changes.

How to apply for a permit

Permits can only be applied for by a contractor who already has a signed BCIB-Contractor or Subcontractor Agreement or during the project procurement phase, as part of bidding on a project as the Prime contractor. Contractors with an agreement can apply for a permit on their own behalf or on behalf of their subcontractor without an agreement.

1. Obtain a permit request form and detailed instructions and FAQs for permits by emailing permits@bcib.ca.
2. Email the completed permit request form to permits@bcib.ca.
3. If the permit request meets the requirements of the CBA (see available options for permits below), BCIB signs and forwards the Permit Request Form to the AIRCC.
4. The union makes its decision and advises BCIB.
5. BCIB advises the contractor of the union's decision via email.
6. Following completion of permitted work, the contractor that requested the permit will be invoiced by BCIB for permit fees. Payment of permit fees are due within 5 business days of receipt of the invoice.

Available options under the CBA for applying for a permit

The CBA allows three options for applying for a permit:

1. Under Article 8.402 – for emergency, temporary or speciality applications
2. Under Article 8.403 – intermittent works
3. Plus, for certain projects, there is the option to apply for a permit under Article 9.505 – for Indigenous contractors or Indigenous persons working subject to, or as a result of, an agreement with the Province. There is no fee for a permit application made under Article 9.505.

Provisional permits

- During procurement, contractors bidding to be the Prime contractor on a project can submit provisional permits.
- These provisional permit requests are generally used by bidding teams to help estimate the value of a project bid.
- There is no fee for provisional permits.
- Should a contractor wish to make use of a provisional permit once the project contract has been awarded and the project is operational, the contractor will need to resubmit the permit request form.

Important notes:

- Workers are not allowed on site until a permit is approved. If workers arrive on site prior to permit approval this will be considered non-compliance pursuant to the terms of the BCIB Contractor/Subcontractor Agreement.
- Permitted contractors are required to pay wages and benefits as per the CBA (refer to the wage scales in the CBA for your Project). It is the responsibility of the requesting contractor to ensure the permitted contractor adheres to this CBA requirement.
- The Council fee for each permit request is \$100 per day to a maximum of \$500. There is no fee for permits requested under CBA Article 9.505 (Indigenous permits) or for provisional permits applied for during the procurement phase of a project.
- Permits are only valid for the time agreed to when issued. Permits can be renewed if required.
- Requesting contractors are responsible for reporting that wages and benefits were paid in accordance with the CBA. This will be supplied to BCIB for auditing purposes.

Ensure that permit requests are submitted with adequate lead time (e.g. 14-days' notice). This will allow enough time for processing so as to help ensure that your permit can be approved in time for your desired start date. If less lead time is provided, BCIB will make best efforts to process approvals in time for the desired start date but cannot guarantee processing time. Emergency permits are always processed with the highest priority.

Bringing on subcontractors

If you will be subcontracting any work to another company, you are required to advise BCIB in writing two weeks prior to that subcontractor starting work on site.

How to advise BCIB of subcontractors

Type of Subcontractor	Process for alerting BCIB
<p>Subcontractor that does not require any Employees pursuant to CBA Article 2.309.</p> <p>(Examples of these types of subcontractors may include, but is not limited to, subcontractors on site to perform work outside the coverage of the Agreement, professional engineers, subcontractors performing quality management acceptance and certification.)</p>	<p>Email contractrep@bcib.ca with the following details:</p> <ul style="list-style-type: none"> • Subcontractor name • Subcontractors start date • Subcontractor work scope • Reason why subcontractor does not require Employees
<p>Subcontractor for which a permit will be applied for.</p>	<p>Email permits@bcib.ca to obtain a permit request form and detailed instructions. See permit request process above.</p>
<p>Subcontractor requiring a BCIB-Subcontractor Agreement</p>	<p>Email contractrep@bcib.ca with the following details:</p> <ul style="list-style-type: none"> • Subcontractor name • Subcontractors start date • Subcontractor work scope • Jurisdictional assignment of subcontractor’s work scope.

Onboarding and orientation

- BCIB organizes onboarding and orientation for its Employees.
- Onboarding and orientation will be scheduled when an Employee is dispatched.
- Onboarding and orientation take place on the first day of employment at the beginning of the employee’s shift.
- Employees should not arrive on site to work until their scheduled onboarding.
- Onboarding and orientation will take about three hours total.

What to expect during onboarding:

- Employees will be welcomed by a BCIB team member on site. The BCIB team member will help them complete forms for payroll purposes.

What to expect during BCIB orientation:

- Orientation takes places immediately after onboarding. Orientation includes introducing and familiarizing an Employee with BCIB policies and operations.

Training

Training and orientation provided by BCIB includes:

BCIB Service	Description	Location	Duration	Timing
Safety Training	<ul style="list-style-type: none"> MANDATORY basic, foundational safety training for all Employees, not negotiable Accepted training: SiteReadyBC SiteReadyBC offered for free, funded through BCIB <p>Note: The Prime Contractor is responsible for safety on-site. Refer to Safety section for details.</p>	Online course completed prior to hire	6-8 hours of own time	Required to be completed prior to onboarding.
Supervisor Safety Training	<ul style="list-style-type: none"> Supervising for Safety WorkSafeBC online training 	Online WorkSafeBC training course.	8 hours, Supervisors are paid for this training time.	Required to be completed prior to onboarding for current Supervisors. Required to be completed prior to processing a promotion to Supervisor.
Onboarding	<ul style="list-style-type: none"> Welcome by BCIB team member Collect/confirm personal details (name, address, emergency contact name/#, DOB, role and contractor/supervisor, etc.) Complete the direct deposit form Complete an optional equity hiring survey Possibly complete a photo waiver form 	BCIB Site Office or on-site assembly area BCIB on-site management	Up to 3 hours	On an Employee's first day on-site

<p>HR Orientation</p>	<ul style="list-style-type: none"> • Introduction to BCIB • Provide ‘orientation/handbook document’ <ul style="list-style-type: none"> ○ Contents include key provisions from CBA (no strike, no lockout; equity hiring provisions; etc.) ○ Payroll details (paid every 2nd Friday, contacts within BCIB re: payroll, accessing paystubs, etc.) • Provide overview of environmental stewardship • All Employees apply to join respective trade union within 30 days, provide application (rep to attend if possible/practical) • Information about additional training offerings and schedule • Provide policies (Discrimination & Harassment, others as determined) – Employee to read, sign/acknowledge • Review and record certificates and licenses if required • Introduction to contractor’s rep to begin work 	<p>BCIB Site Office or on-site assembly area</p> <p>BCIB on-site management, Union Rep, Contractor/ Supervisor</p>		<p>On an Employee’s first day on-site</p>
<p>Respectful Onsite Initiative</p>	<ul style="list-style-type: none"> • Indigenous Cultural Competency Training (ICCT) 	<p>BCIB Training Site or on-site assembly area</p>	<p>3 hours</p>	<p>Schedule to be confirmed in collaboration with contractor</p>
	<ul style="list-style-type: none"> • History Matters 	<p>BCIB Training Site or on-site assembly area</p>	<p>2 hours</p>	<p>Schedule to be confirmed in collaboration with contractor</p>

	<ul style="list-style-type: none">JEDI (Justice, Equity, Diversity and Inclusion training)	BCIB Training Site or on-site assembly area	2 hours	Schedule to be confirmed in collaboration with contractor
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Training schedule

- BCIB will work with the contractor to set a mutually agreeable training schedule approximately 14 days in advance of the first training.

How to reschedule training

- To request a change to scheduled training, the contractor needs to make a request in writing, no less than eight business days prior to the training with the date of the training and the requested change in the subject line.
- Request a change by emailing the BCIB Site Representative.

Employee absence

It is an Employee’s responsibility to inform both the BCIB’s Site Representative, via phone or email, and their Supervisor/respective contractor if they are going to be absent or late.

It is also the Supervisor’s responsibility to inform the BCIB On-Site Representative if an Employee does not arrive for work. BCIB does not need to be informed for planned or notified absences. BCIB only needs to be informed of unplanned absences.

Employee payslips

- BCIB shares pay slips and personal documents with employees electronically, through an Employee’s *MyBCIB Portal*. Employees log in with a computer, mobile device or tablet with an internet connection.

- The MyBCIB portal helps keep personal information secure. As a BC Crown corporation we’re required by law to make sure employee information is private and protected.

REPORTING EMPLOYEES ABSENT ON TIMESHEETS

If an Employee does not work on a certain day, a timesheet with zero hours must be submitted with a comment as to why the Employee has no hours reported. See the section on timesheets, payroll and invoicing in this guide for more information.

- An Employee’s MyBCIB account is the profile they set up when they applied to work for BCIB. That’s where they go to see their paystub, add new qualifications, or to see their records. It’s also where they can find BCIB policies and other important information.

Paid sick days

- B.C.’s paid sick leave legislation came into effect January 1, 2022. Workers employed by BCIB for more than 90 consecutive days on CBA projects are eligible for up to five paid sick days each year.
- BCIB employees are required to notify their supervisor if they are away from work because of sickness or injury. When a BCIB employee reports in sick, their contractor will need to record it on the daily BCIB timesheet. BCIB will pay that employee for that day, and up to five days per year if the employee is eligible. BCIB will determine whether an employee is eligible.
- Employee sick days will be invoiced to contractors on the BCIB Payroll invoice. As the employer, BCIB may ask employees for reasonable proof of illness as appropriate and on a case-by-case basis. BCIB will also monitor the number of sick days paid for each employee throughout their employment year.
- Contractors should record a worker that is away sick using BCIB’s FDTPro timesheet by selecting the “Sick Hourly” time reporting code (TRC) when completing the timesheet.

Safety

- The Occupational Health and Safety (OHS) of the BCIB-supplied workforce is a shared responsibility between BCIB and Contractors (both the Prime contractor and subcontractors).
- It is expected that Contractors support the health and safety of the BCIB supplied workforce to the same extent that is required for its own workers.
- For more information about shared OHS responsibilities and for a clear understanding of BCIB's expectations with respect to safety, refer to the BCIB Health and Safety Policy and Program and supporting guidance documentation. For a copy of this document, email safety@bcib.ca.
- During project operations, BCIB will conduct safety assessments. These assessments include site visits, review of OHS documentation and soliciting BCIB supplied workforce feedback.

Employee discipline, suspension, and termination

BCIB uses a progressive discipline policy for its Employees. Discipline should be administered in the following order: verbal, written, suspension and termination, as necessary. For terminations, BCIB will review and approve the termination cause, and perform the termination.

Serious infractions, including safety infractions, bullying, harassment or racism may warrant immediate termination.

It is the contractor's responsibility to supervise and perform work. As such, contractors have control over the discipline, suspension, and termination process.

BCIB must be notified when discipline is required. To do so, please use BCIB's Recommendation for Discipline Form.

A contractor can decide when an Employee receives warnings, and a BCIB discipline form must be filled out as soon as possible and submitted to the BCIB Site Representative.


Suspension and termination must be approved by BCIB, and BCIB will enact the suspension or termination.

For suspension and termination, the contractor must have done an investigation and have supporting documentation and witness statements. Union representation must be offered to employees under discipline investigation.

Failure to conduct an investigation or prepare BCIB's reporting exposes the contractor to a higher likelihood of a grievance with the affiliated union.

If you require a copy of BCIB's Contractor Discipline Process Policy or the Recommendation for Discipline Form, please email hrissues@bcib.ca.

Example Recommendation for Discipline form



BCIB
British Columbia Infrastructure Benefits

BCIB WARNING OR RECOMMENDATION FOR DISCIPLINE FORM

Name of Employee: _____
ID#: _____

Please select one of the following:
 Verbal Warning
 Written Warning
 Referral to BCIB

I. Disciplinary Conduct (Please select the following. More than one may be applicable. Use "other" if conduct is not listed.)
 Tardiness
 Absenteeism
 Insubordination
 Work Performance
 Safety
 Policy Violation
 Bullying/Harassment
 Damage to Equipment
 Violent/Threatening Behaviour
 Theft

Other (if not listed above)

If applicable, please list the BCIB/Contractor Policy(s) or specific safe work practice violated:

II. Action Taken by Contractor or Referral to BCIB Requested
 Please indicate whether a verbal warning or written warning has been issued, or a referral to BCIB is being requested.

- If verbal warning, record what was communicated to employee by whom, and when. Record any witnesses to the verbal warning and provide any relevant supporting documents or photos.
- If written warning, provide copy of the written warning for the employee file. Ensure the written warning includes the signature of the employee that the warning was received and when it was received. Please attach any supporting documents or photos.
- If referral to BCIB, include reason for referral (i.e. investigation, discipline, potential human rights implications), and provide recommendation for discipline if applicable.

III. Details of Incident (Attach additional sheet if necessary and attach any supporting evidence in the Contractor's possession, e.g. photos, documents, statements from other employees or supervisors)

Date of Incident: _____

Description of the Incident (include all known particulars of the incident with reference to supporting evidence):

What was the Employee's Response to the Incident? (include whether the employee provided any immediate response to the incident including any denial, acceptance or other reasons for the conduct – a formal statement from the employees should only be taken in the presence of union representation)

IV. Witnesses to Incident (list names and contact information of witnesses who can verify the particulars of the incident)

VI. Has this or a similar conduct been observed before?

No

Yes. If yes, please provide the details of the previous incident and corresponding discipline below and attach copies of any prior BCIB WRD Form(s) or warnings if applicable. Attach additional sheet if necessary.

First Occurrence
 Date/details: _____
 Action Taken: _____

Second Occurrence
 Date/details: _____
 Action Taken: _____

Third Occurrence
 Date/details: _____
 Action Taken: _____

WRD Form Submitted by:
 Contract Supervisor Name: _____
 Signature: _____
 Date: _____

BCIB Representative Name (if applicable): _____
 Signature: _____
 Date: _____

News media on-site

BCIB Employees are not permitted to speak to news media. Any media requests need to be referred to the Project Team.

BCIB staff have been recommended to use this, or a similar response: “I am not a media spokesperson so I cannot answer your questions, but I can forward your request.”

Employee appreciation

Contractors may want to show appreciation and recognition of BCIB Employees from time-to-time. Certain kinds of appreciation and recognition are allowed by BCIB, and other kinds are not.

For more information, contact your site representative.

Hours of work

Regular workday:

- As per Article 14.100 of the CBA, a regular workday is eight (8) hours per day between the hours of 8:00 a.m. and 4:30 p.m. Forty (40) hours per week shall constitute a week’s work, Monday through Friday inclusive. The unpaid lunch period shall be one-half (1/2) hour. Also, the start of the regular workday may be varied by two (2) hours without penalty or premium payment, with at least twenty-four (24) hours’ notice provided.
- The established shift hours for the day shift, afternoon shift and night shift are applicable from 8:00 am Monday to 8:00 am Saturday.
 - **Day Shift:** 8:00AM to 4:30 PM
 - **Afternoon Shift:** 4:30 PM to 12:30 AM
 - **Night Shift:** 12:30 AM to 8:00 AM
- The first day shift of the regular work week starts at 8:00 AM Monday and ends at 4:30 PM on Monday. The last day shift of the regular work week starts at 8:00 AM on Friday and ends at 4:30 PM on Friday.
- The first afternoon shift of the regular workweek starts at 4:30 PM on Monday and ends at 12:30 AM on Tuesday. The last afternoon shift of the regular workweek starts at 4:30 PM on Friday and ends at 12:30 AM on Saturday.
- The first night shift of the regular workweek starts at 12:30 AM on Tuesday and ends at 8:00 AM on Wednesday. The last night shift of the regular workweek starts at 12:30 AM on Saturday and ends at 8:00 AM on Saturday.

Important note:

If shifts are scheduled outside of the regular shift schedules, overtime payment may be required.

Overtime Premium

- Applies to all hours worked outside the established regular workday of eight (8) hours and outside the established shift hours, or the accepted variations therefrom, shall be considered overtime until a break of eight (8) hours occurs and shall be paid for at time and one half for the first two hours and double time rates thereafter.

Shift Differential

- Occurs by reducing the time worked on the afternoon shift and night shift to receive 8 hours straight time pay. For afternoon shifts, employees need to work for 7.5 hours and get half hour shift differential to receive 8 hours pay. For the night shifts, employees need to work for 7 hours and get one hour shift differential to receive 8 hours pay. **Shift Differential** is paid at straight time payrate.

Irregular Shift Premium

- When the start of the regular workday may be varied by two (2) hours without penalty or premium payment, with at least twenty-four (24) hours' notice provided.
- Contractors will pay **Irregular Shift Premium** if the start of the regular shift is varied by more than two hours.
- A minimum of 24 hours' notice needs to be provided by the contractor if the start of the shift must be varied by more than 2 hours.
- **Irregular Shift Premium** is applicable if less than 24 hours' notice is given for a shift variation of less than 2 hours.
- **Irregular Shift Premium** is based on overtime rates for work outside the regular shift hours.
- Irregular shifts must be approved by AIRCC Affiliated Unions. As per Article 14.903 of the CBA: Any variation from the regular shift schedule must be approved by AIRCC. To obtain approval, please send an email to the contract representative.

Grievance process

The CBA outlines a grievance process in Article 10. The process encourages the resolution of issues on the jobsite through discussion.

BCIB facilitates and manages the grievance process.

The table below summarizes the grievance process.

Grievance Process			
Stages	Action	Participants	Timeline
Stage 1	Employee tries to settle grievance by discussion with their Foreperson	Employee / Steward and Foreperson / Superintendent	Up to 5 business days
Stage 2	Written grievance issued BCIB convenes meeting with AIRCC and contractor	BCIB / contractor and Council / Steward / Appropriate Affiliate	Up to 10 business days
Stage 3	Written notice of desire to submit an unsettled grievance to arbitration issues Mutually agreeable arbitrator, or arbitration board, selected within 10 days The decision of the arbitrator is final and binding	Arbitration	Selected within 10 business days

BCIB must be notified of grievances beyond Stage 1. Notifications can go to BCIB’s Site Representative.



End of work

To terminate an Employee for any reason, the contractor must provide in writing, the name of the employee and the reason for termination to the BCIB Site Representative. Upon receiving information in writing, BCIB will review and approve the termination cause, and perform the termination.

Leave of absence

If an employee requires leave from work, a ‘Leave of Absence Form’ must be submitted to BCIB. Upon receiving the form, BCIB will review and approve the leave of absence.

Example Employee Leave of Absence Form

 	
LEAVE OF ABSENCE FORM <input type="checkbox"/> Leave of absence <input type="checkbox"/> Return from leave	
Employee name:	
Employee number:	
Leave of absence	
Leave start date:	
Action code:	LOA - Leave of Absence Reason code: STP – Stop Pay/Other
Reason for leave:	<input type="checkbox"/> Medical leave <input type="checkbox"/> Maternity/Parental leave <input type="checkbox"/> Caregiving leave <input type="checkbox"/> Apprentice Training <input type="checkbox"/> Other _____ <i>If medical, maternity/parental leave, the employee must provide a medical note.</i> <i>If it is medical leave, the note must provide the <u>return-to-work date</u> OR the <u>reassessment date</u>. A medical clearance note is required to clear the employee to return to full duties.</i>
Expected return date: <i>(if known)</i>	
BCIB Comments <i>(if applicable)</i>	
Leave of absence – Return to work	
Return to work date:	
If medical leave, has a clearance note been provided?	<input type="checkbox"/> Yes <input type="checkbox"/> No - Not applicable
BCIB Onsite Rep:	Contractor Rep:
Signature:	Signature:
Date signed:	Date signed:

Appendix A - Key references

This is a list of policies, procedures and agreements that should be consulted beyond this guide, and where to find them.

The Community Benefits Agreement

The authoritative version of the Community Benefits Agreement is on BCIB's website at:

<https://bcib.ca/about-us/cba/>

BCIB Health and Safety Policy and Program

BCIB's Health and Safety Policy and Program is project specific. It is provided to proponents during the procurement process. It is available on-site through the BCIB On-Site Representative.

Workers Compensation Act

The *Workers Compensation Act* is available online at:

http://www.bclaws.ca/EPLibraries/bclaws_new/document/ID/freeside/96492_00

BCIB-Contractor Agreement and BCIB-Subcontractor Agreements

The BCIB-Contractor Agreements and BCIB-Subcontractor Agreements are project specific. They are signed before work begins on a project.

Appendix B - Contractor guide to BCIB timesheets

Timesheets, payroll and invoicing

BCIB pays its Employees every two weeks on Friday.

Contractors prepare and submit a daily timesheet to BCIB through the FDTPro Electronic Timesheet.

BCIB manages all payroll and sends contractors a payroll invoice.

SUBMITTING TIMESHEETS

Upload approved timesheets to FDTPro Electronic Timesheet by 10:00 am daily in order for them to be processed in time for the next pay run.

Timesheet submission and approval

- Timesheets must be submitted to BCIB daily through the FDTPro Electronic Timesheet. Timesheets must be received by 10:00 am for the previous day's hours to be processed.
- BCIB's pay cycle runs from Sunday to Saturday. Hours worked on a Saturday need to be submitted on or before Monday by 10:00 am.
- Timesheets must be approved by the contractor's authorized person before being sent to BCIB. The contractor is responsible for ensuring that timesheets are entered correctly including Employee's working hours, premiums and other compensation as per the CBA.
- Timesheets must be submitted for all active Employees. If an Employee does not work on a certain day, a timesheet with zero hours must be submitted with a comment as to why the Employee has no hours reported (Check "No Hours Worked" in FDTPro)
- Timesheets will be reviewed by BCIB payroll staff before time entries are processed in the payroll system. If any errors are detected, the contractor is required to correct and resubmit their timesheets through the FDTPro Electronic Timesheet or approve any adjustments made by BCIB payroll staff.
- Once time entries are entered in the payroll system, a payable time report will be sent daily to the contractor for validation. This report includes time and compensation to be paid to Employees. The contractor has 24 hours to review and notify BCIB of any issues by contacting payroll@bcib.ca.

EXCEPTION: Due to the timing of payroll run, timesheets submitted for the last three days of the pay cycle, Thursday, Friday and Saturday, cannot be validated by the Contractor before the payroll run takes place. Any adjustments required for work that took place on those three days will be reflected in the next pay cycle.

Contractor payroll invoices

- BCIB will send the contractor a payroll invoice up to seven business days after the end of each pay period.
- This includes the Employees’ wages, benefits, employer taxes and CBA funds contributions. The payroll invoice will include backup information to support the invoice amount.
- The contractor will need to review the invoice against their own records and advise BCIB’s representative of any necessary changes, or email accountspayable@bcib.ca. This review needs to happen within 24 hours.
- In the case of a significant error, BCIB will endeavour to reissue the invoice.
- Payment for the payroll invoice must be made within five business days after receipt of each initial payroll invoice.

Timesheet and payroll invoice timeline

What	When	Who
Timesheets submitted with previous day’s hours	Daily by 10:00 am	Contractor
Payable time report sent to contractor for validation	Daily (except for Saturdays and Sundays)	BCIB
Payroll invoice sent to contractor by BCIB	Within seven business days after the end of each pay period	BCIB
Contractor to notify BCIB of any significant changes	Within 24 hours of receipt of invoice	Contractor
Payment of payroll invoice	Within five business days of receipt of initial payroll invoice	Contractor

Contractor guide to BCIB timesheets

BCIB requires contractors and subcontractors to submit timesheets daily using the FDTPro web portal.

New User Setup

Each contractor will have a unique account created for them on the FDTPro web portal. You will need to provide the following information about your user(s) to BCIB for the account(s) to be set up:

- Name (First and Last)
- Email Address

Once the account is created, users will receive an email with a temporary password and link to login.

<https://www.fdtpro.com/login.php?co=BCIB&lang=en>

Welcome to FDTpro



FDTpro for BCIB <no-reply@fdtpro.com>
To [redacted]

[↩ Reply](#) [↩ Reply All](#)

We removed extra line breaks from this message.

BCIB SECURITY WARNING: This email is from an EXTERNAL sender. Verify links and/or attachments prior to opening.

This is an automated message. Please do not reply.

Hi Test Contractor,
You have been added to the FDTpro timesheet system by Victoria Hayes from BCIB.
Here are your login instructions.

The link to use is : <https://www.fdtpro.com/login.php?co=BCIB&lang=en>
Organization : BCIB
Username : Test Contractor
Your temporary password : [redacted] Please use the "My Profile" tab to change your password as soon as possible.

Once users login, they will be prompted to change their password.

My profile

The password is outdated and must be replaced.
Password must contain at least 8 characters.
Your password must contain at least one uppercase and one lowercase letter.
Your password must contain at least one number.
Your password must contain at least one special character (~ !@#\$%^&*()+=,.-~()[]\|;?/<>.,)

Login name * <input type="text" value="Test Contractor"/>	First name <input type="text" value="Test"/>	Last name * <input type="text" value="Contractor"/>
Default meal break (minutes) <input type="text" value="30"/>		

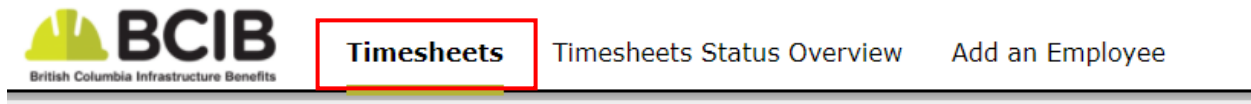
Email address * <input type="text" value="vhayes@bcib.ca"/>	<p style="text-align: center;">Password</p> <p><input checked="" type="checkbox"/> Change password</p> <p>New password <input type="password"/></p> <p>Confirm password <input type="password"/></p>
--	---

Change your password and default meal break, if applicable, and hit submit. Password must be at least 8 characters, have one upper and lowercase letter and have a special character and number. Passwords must be changed every 90 days.

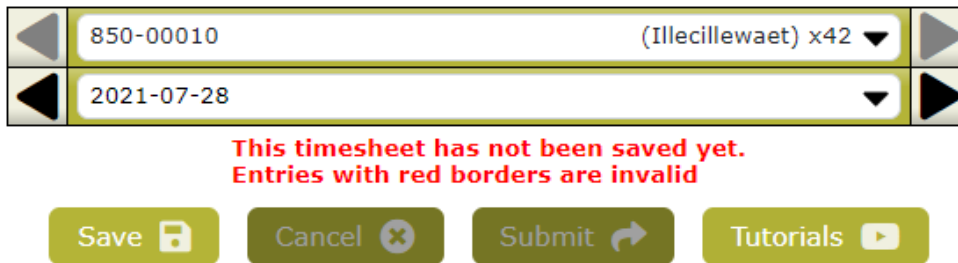
Timesheet Submissions

- The timesheet template for today’s work will be available for the contractor to fill out 3 days in advance on the FDTPro web portal
- Timesheets must be submitted **daily** to BCIB. Timesheets for work performed today need to be submitted no later than **10:00 am** the following day. This deadline may change due to statutory holidays. If it does, BCIB will send a notification by email to the contractor’s authorized payroll person.

At the top of the page, you will see the following:



- Click on timesheets, and it will bring you to a screen with all of your timesheets. If you operate on more than one project, or have more than one contractor to submit timesheets for, you will be able to toggle through your timesheets using the top bar. Separate timesheets must be filled out for each project or contractor. This is also where you can toggle through your daily timesheets. To differentiate between projects, the applicable project will be in brackets. It will also indicate how many staff you have on your project (ex. X42)




- All of your onboarded staff will show up in the timesheet. Based on their onboarding forms, their default settings including Board and Lodging Premiums, First Aid Premiums, and Periodic Travel amounts will be set up (Please note: if a staff is missing any of these items, please advise your BCIB payroll representative to update. Also, if any require a change, you can adjust the amount in the timesheet, and add a comment for your BCIB payroll representative to update the default setting
- It usually takes **four business days** from the day a new Employee is onboarded for the Employee to show up in the Peoplesoft payroll system. However, new employees will be entered in FDTPro as soon as they are onboarded with BCIB. If you notice an employee is missing, please notify your payroll representative as soon as possible.

Notifying BCIB of Employee Termination

- At the bottom of your timesheet, there is a section titled “Report Terminated Employees”.

Report Terminated Employees

This section is currently empty.

Add an entry 

- Select “Add an entry”

Report Terminated Employees

	Employee	Last day worked	All hours have been submitted	Type of Termination	Message
	<input type="text" value="--- Employee ---"/>	<input type="text" value="2021-07-28"/>	<input type="text"/>	<input type="text" value="--- Termination T"/>	

- Add in their name, last day worked, type of termination (quit or terminated – as it will determine if Notice of Termination is required).
- Also please confirm that all their applicable hours and time have been submitted in the third section.

Timesheet Status

- At the top of the page, you can hit “Timesheet Status Overview”, which will provide you a quick reference of which timesheets you have Saved, Submitted, Approved or which have been Locked by BCIB.

Timesheets Status Overview Add an Employee

Timesheets Status Overview					
Date	See details	Saved	Submitted	Approved	Locked
2021-07-28		0	0	0	0
2021-07-27		0	0	0	0
2021-07-26		0	0	0	0
2021-07-25		0	0	0	0
2021-07-24		0	0	0	0
2021-07-23		0	0	0	0
2021-07-22		1	1	1	0
2021-07-21		1	1	0	0
2021-07-20		1	0	0	0
2021-07-19		1	1	1	0
2021-07-18		2	1	1	0
2021-07-17		0	0	0	0
2021-07-16		0	0	0	0
2021-07-15		0	0	0	0
2021-07-14		0	0	0	0
2021-07-13		1	0	0	0
2021-07-12		0	0	0	0
2021-07-11		0	0	0	0
2021-07-10		1	1	1	1

- Using the “See details” magnifying glass button, you can drill down into more details to see which timesheets have been completed (if you have more than 1 project/timesheet).

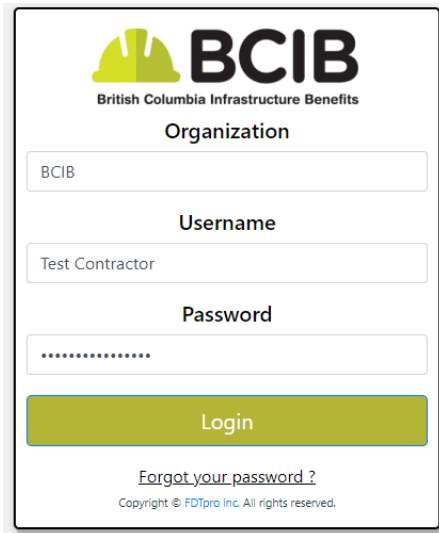
Additional Help

FDTPro Video Tutorials

For additional help FDTpro has created a series of tutorial and training videos for the electronic timesheet. To be taken to the video tutorials, click the following link:

https://www.fdtpro.com/fdtpro_v8_04_02/video_help.php

- If you are not already logged in, you will be promoted to login.



- Once you have logged in, you will be taken to the FDTpro electronic timesheet video tutorial.

