THE
BERG
GROUP

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Completing Hour & Production Entry

Step #1 – Log in to Plexxis (Foreman App)

Step #2 – Click the 'Weekly Time Cards' icon

Step #3 – All employees under 'Require Actions' will come up. But you can search and sort using the menus in the upper right. To enter hours, click the 'Add Hours' Icon.

You may sort the pending payroll requests by specific 'Job Site', by selecting that job from the drop-down menu in the right-hand corner. Make sure you click the white slider so it displays 'Job'.

Or if you click the white slider so it displays 'my list' you can create lists with any employees you'd like.

Clicking the white slider will change your view from 'My List' to 'Job'

Use this dropdown menu to see different jobs/lists and select what you need

Click this icon to enter hours for payroll and production

Step #4- Once you select an employee, the 'Activity Sheet Entry' window will then pop up on your screen. This is where you can see and enter daily hours and production levels. You can edit hours to move them to different areas of productivity, change their 'hour type' for those hours, and add or subtract hours for each employee as needed.

Don't forget to enter production numbers! Pay attention to the unit (Square feet, linear feet, sheet, etc.). This box is the one that comes up on the right side of the 'hours' box.
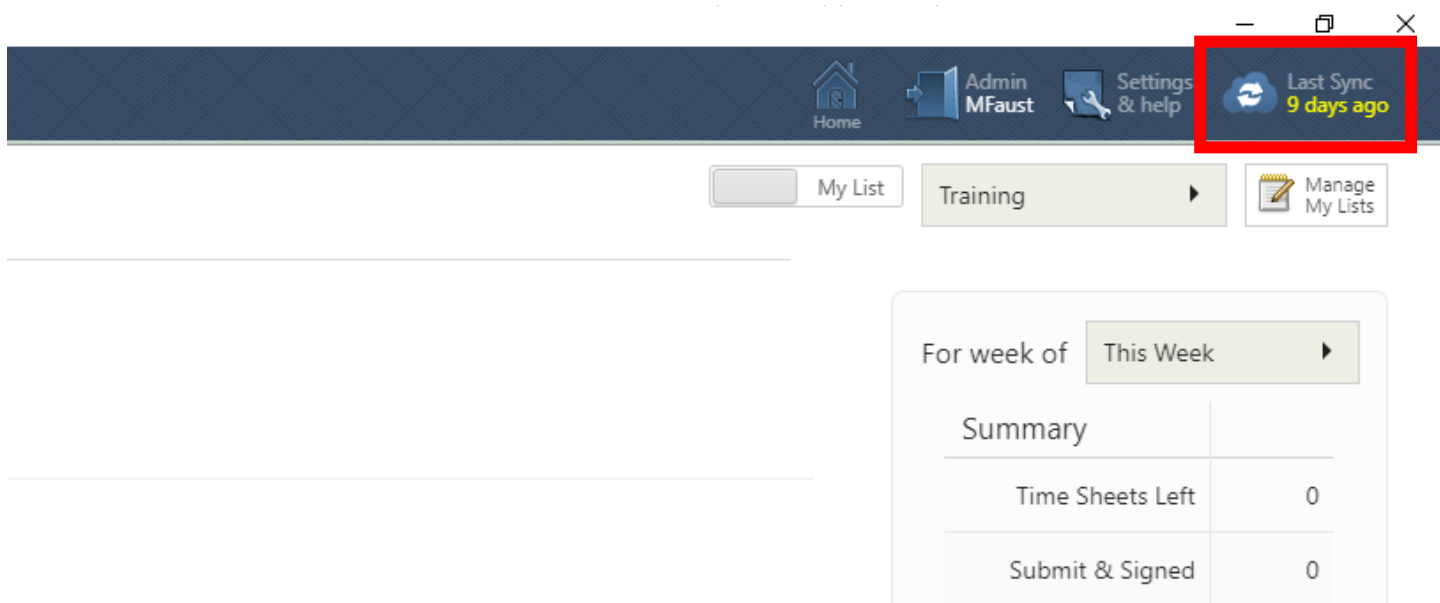
Click this menu to see different jobs, select the site needed for each employee.

Click this menu to make changes to 'hour type' if you need to enter overtime hours

This column shows the different 'activity' options. Make sure to type in the row, for the activity each employee completed that day.

Once you click and select a box for day and activity, the keypad will pop up. Use this to enter hours and production numbers for each employee, each day.

Step #5- Before closing your app, be sure to check the upper right corner to sync your app. If you DON'T sync your app, the hours you entered will not be accessible by the payroll department.

Purchase Order Processing Guide

Step #1 – Log into Foreman App (Plexxis) and click the Purchase Orders card
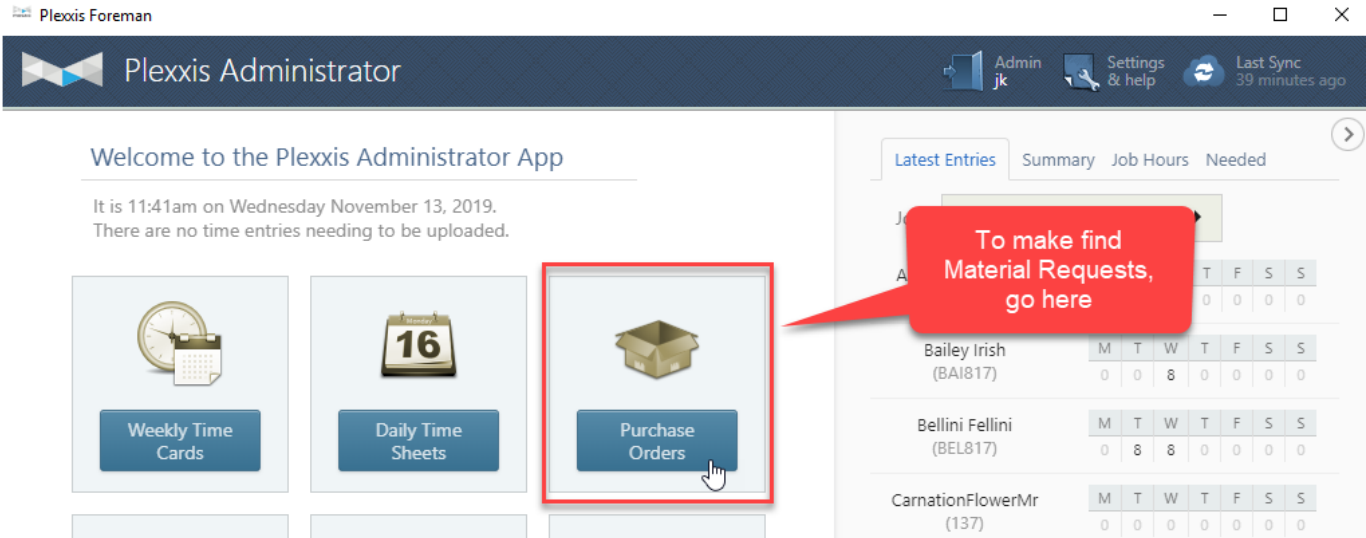
Step #2- Choose Material Requests Tab on the left. Then find the Job you want to create a material request for, this will be on the menu on the left-hand side of your screen. Then hit the "Create New" button to create a new Material Request, once you select your job.
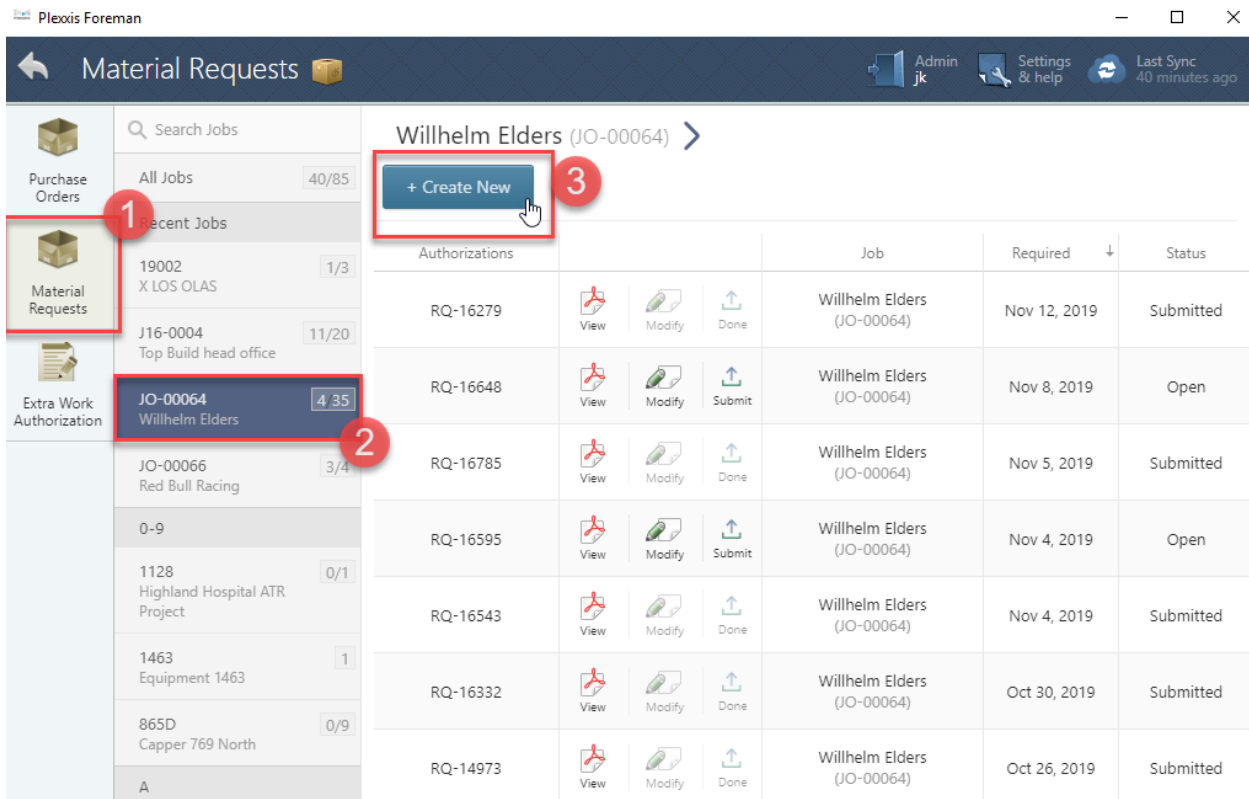
Step #3 Choose the vendor you would like to get items from, in the 'Source' drop down menu. Then hit the "Add Item" button.
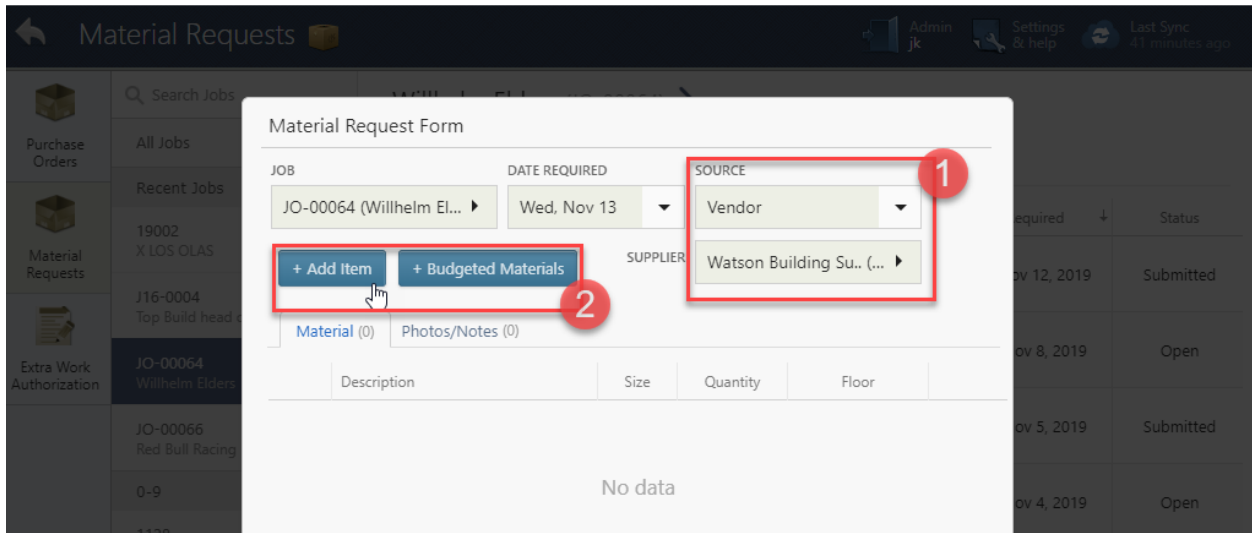
Step #4- Here another search window pops up, and you can use the different menus to find the item that you would like to add to the Material Order.
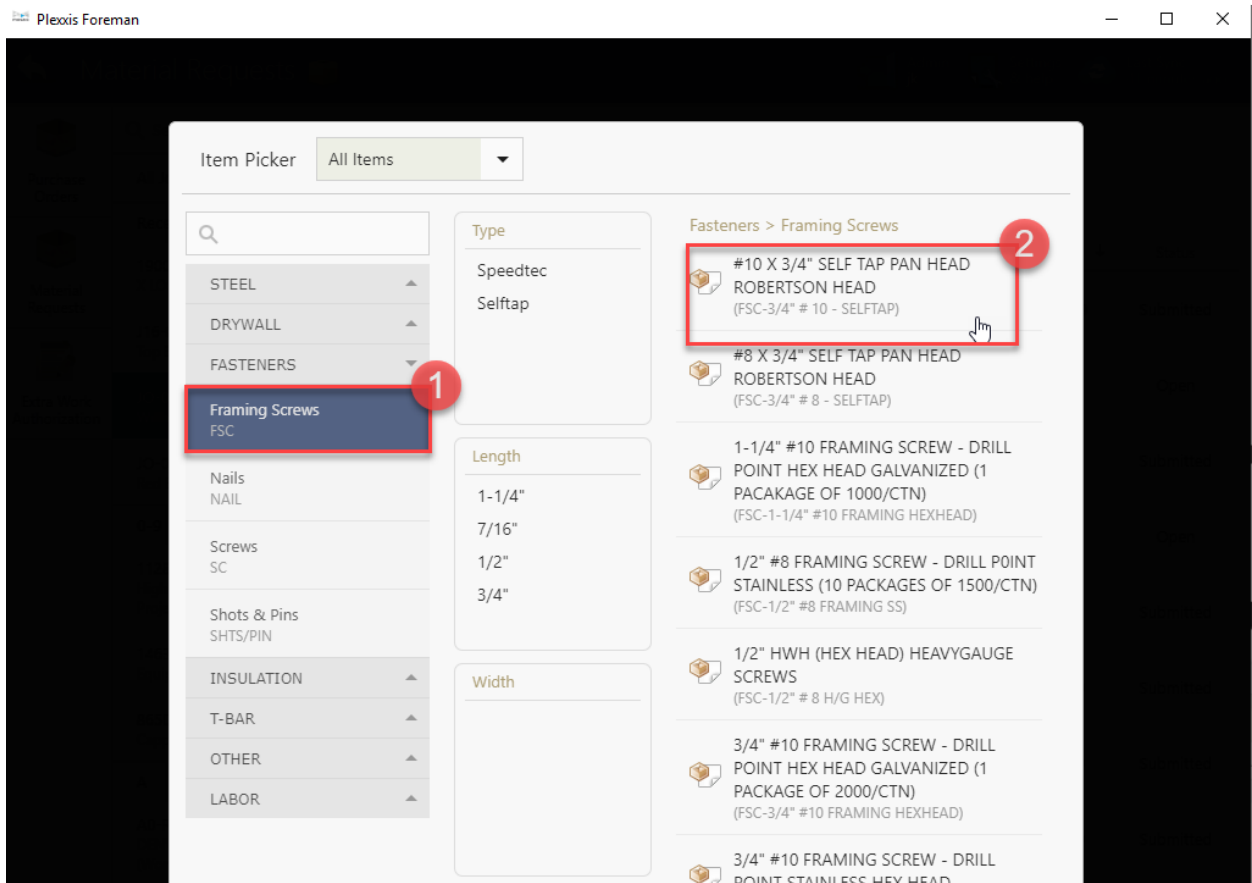
Step #5 After selecting your item, you need to select the items dimensions, packaging and the quantity needed. Here you can also select the floor you intend these materials for. Finally, when done selecting your quantities, hit the 'Submit' button. Or you may also choose the 'Add Another' button, if you need more items on this material order.
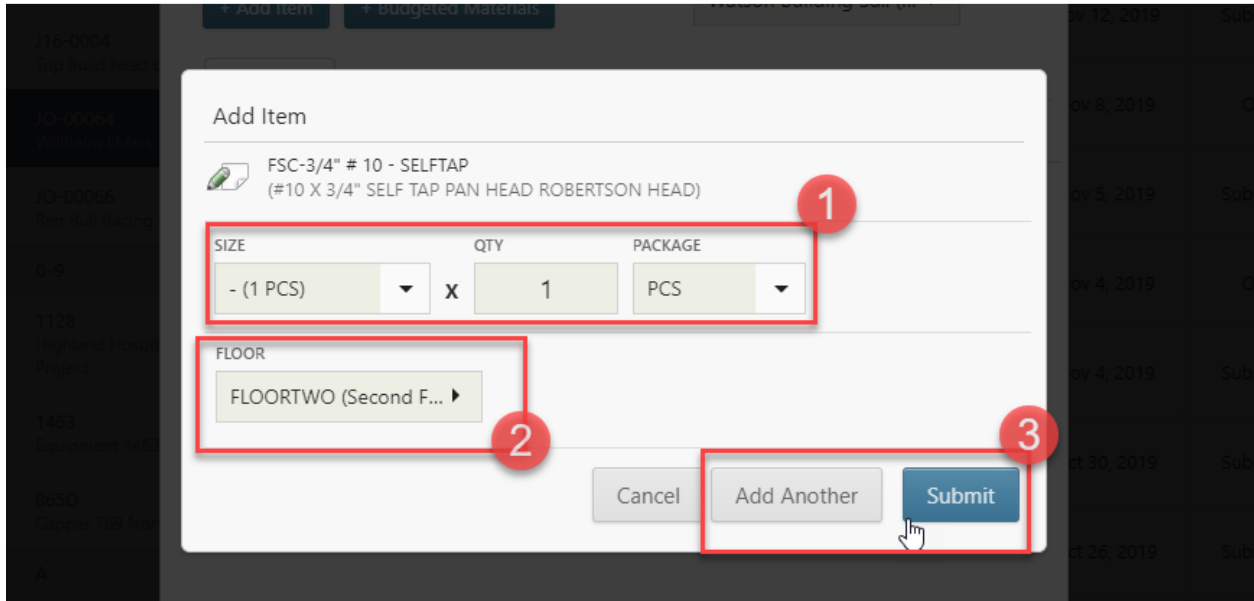
Step #6 To add photos and notes go to the Photos/Notes tab and hit "Add Photo Or Note" button.

NOTE If you cannot find a material you need, you should write the item you're looking for, the vendor, dimensions, and quantity needed in the 'Notes' section of your material request. This way your Project Manager can locate and add your needed materials to the order.
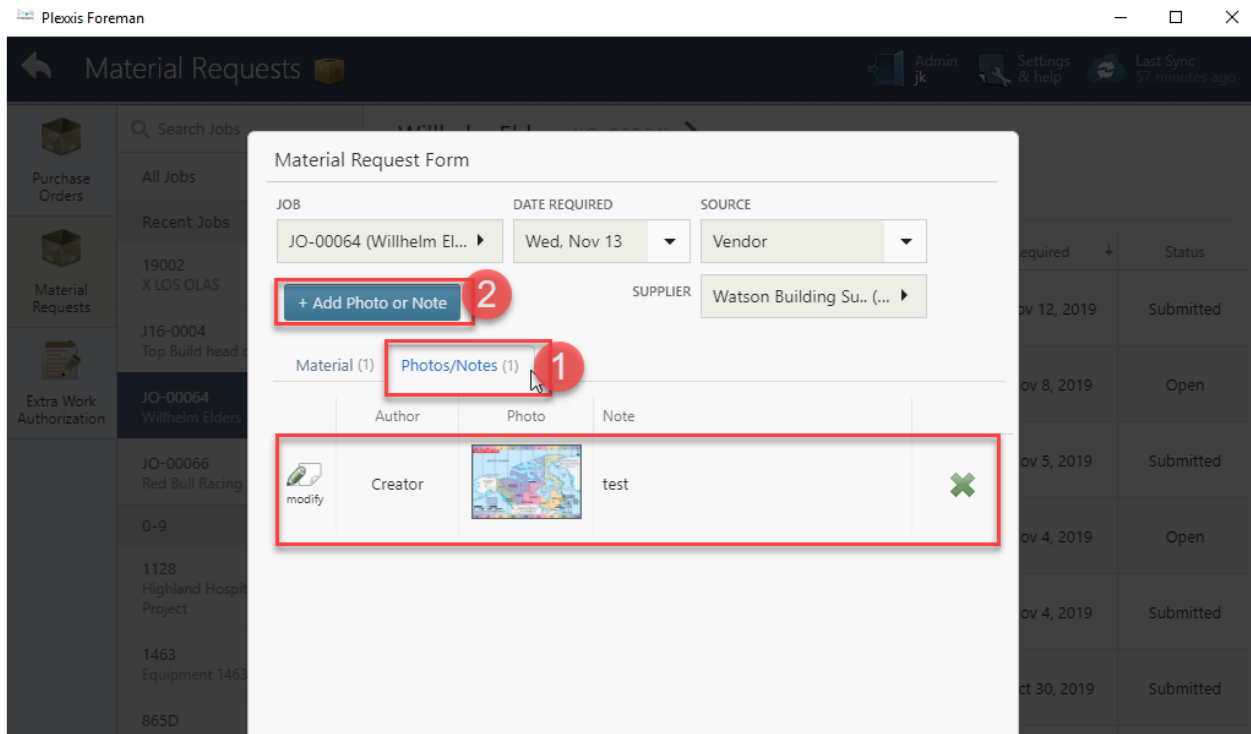
OPTIONAL Step #7- You can also use the ' Add photos and Notes' tab to edit the photo
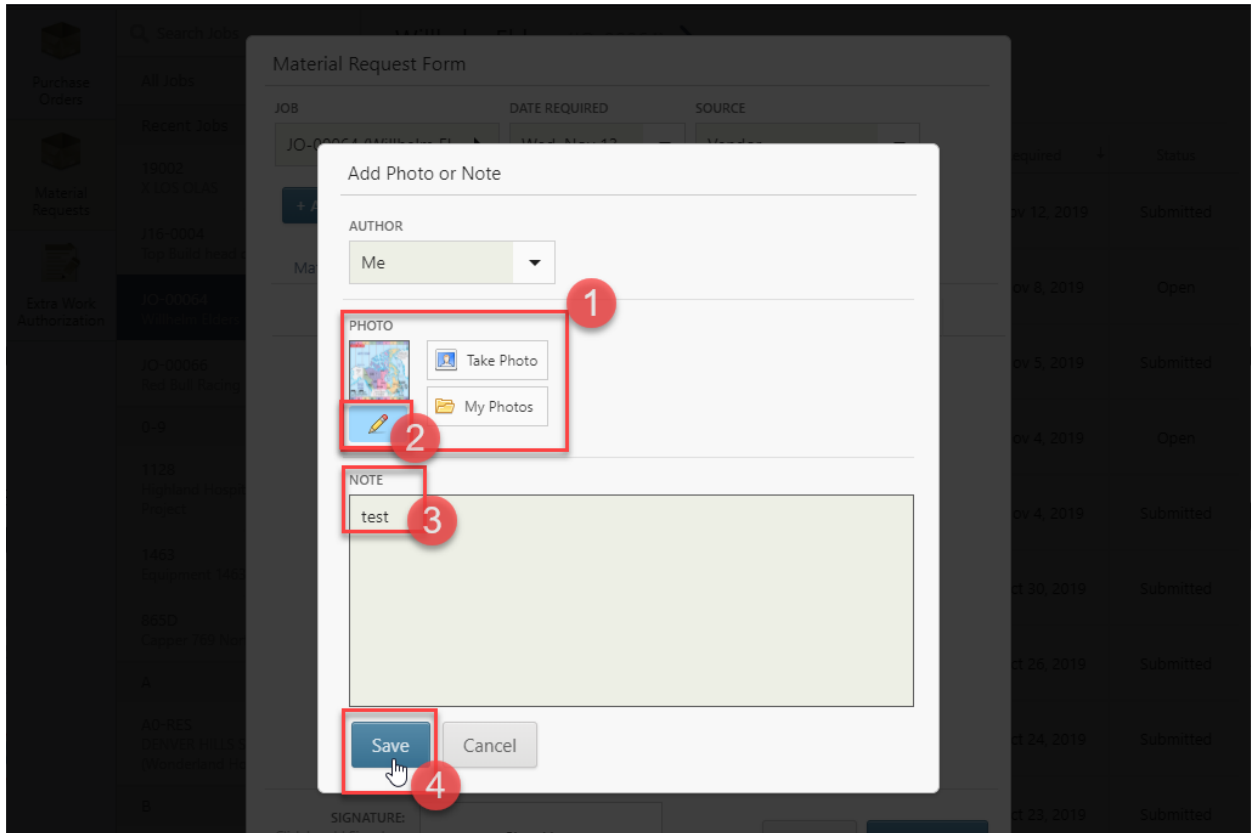
Step #8- When your material request form is complete, sign your name in the 'Signature' box and then press 'Save'.
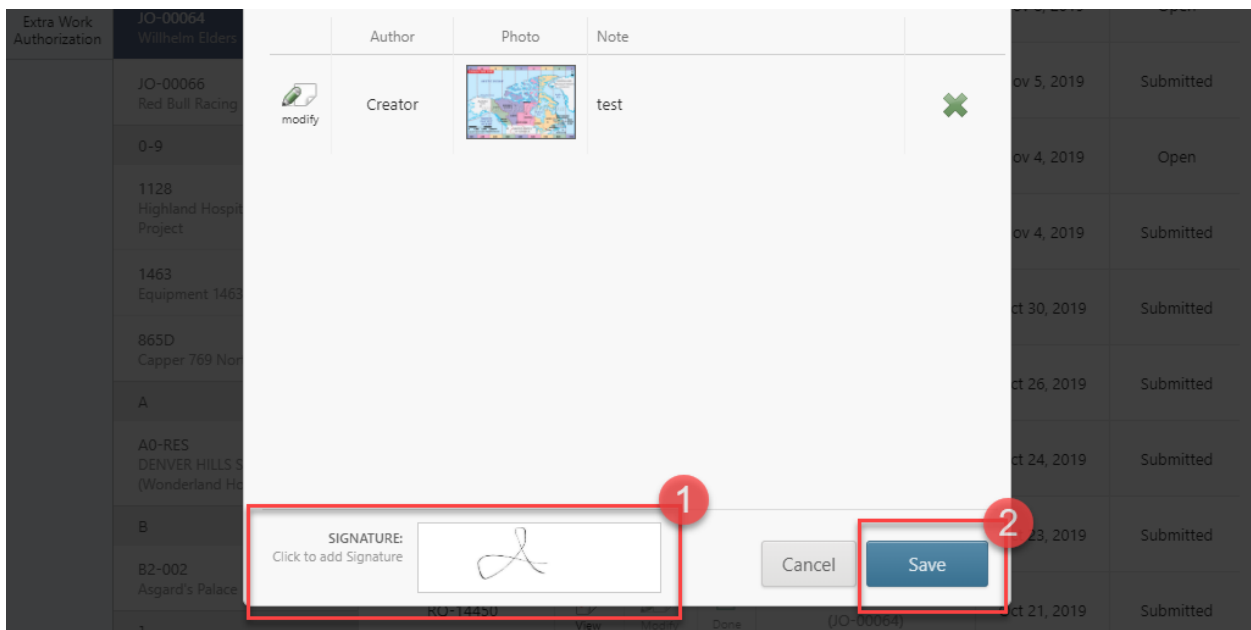
OPTIONAL Step #9- Once you save your material requests, you have three options that you may follow:

You can 'View' the material request, if you need to

You can 'modify' the material request, in case you need to add or subtract items, or change quantities.

You can 'submit' the material request, when you're finished with it
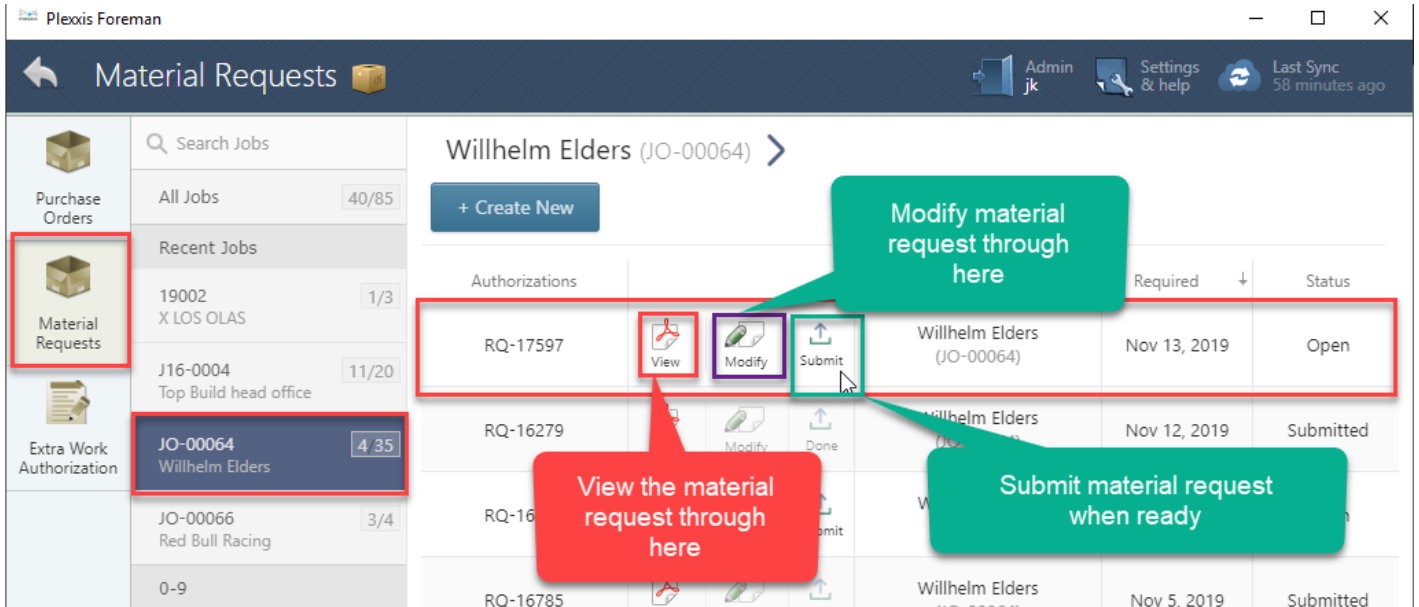
OPTIONAL Step #10- When you hit Submit, you may put the emails of the people that you would like to have contacted about this ticket and hit "Submit to Office" button
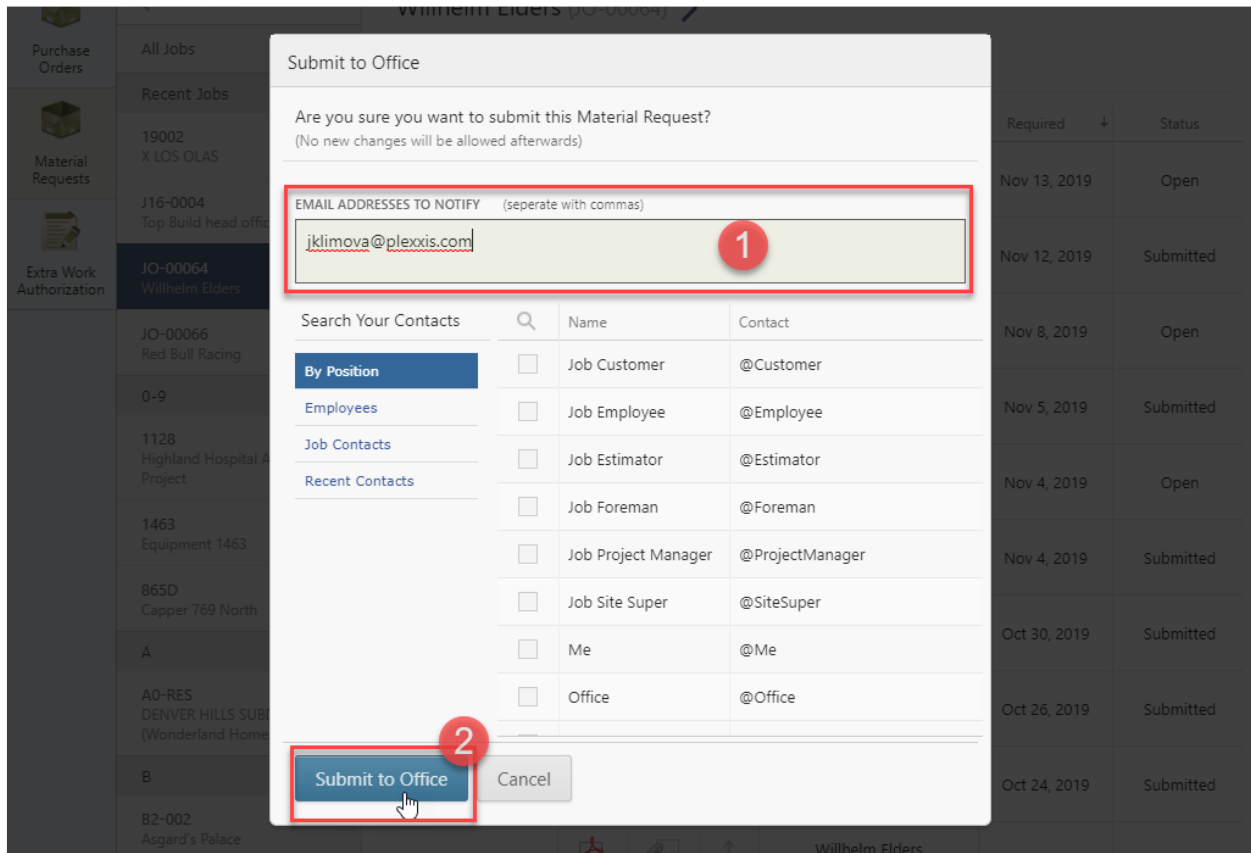
I9 Processing Guide

Step #1 – Log in to BirdDogHR

NOTE If you have forgotten your password, please go to BirdDogHR's login screen and select forgot password.

Step #2 – Click the Manager Action Items tab (photo'd below), locate the employee you need- find three dots under the 'action' column. Click those three dots, and a drop-down menu will appear. From this menu select, 'Complete New Hire'

NOTE If you do not see an employee under Manager Action Items tab, view Incomplete New Hires tab. If under this tab it means the new hire needs to complete their part of onboarding first before moving forward.

Step #3 – From here you will need to check the box to agree the statement above regarding electronic signatures, then click 'Submit'. Please refer to the photo below.

Step #4 – You will now look at the employee's original documents for the I9 form. They need to have **one document from List A** or **(two documents) one from List B AND one from List C**. These documents need to be 'originals', you cannot accept photocopies of any document(s). Use the drop-down menus to select the appropriate document(s) presented. Once selected, an 'example' of each document will be displayed to compare the document(s) the employee has presented, and ensure you've chosen the right document type from the drop-down menu. Check the box attesting to authenticity of document(s) and click the blue 'Next'.

 NOTE Spanish instructions are provided. Simply click the 'Spanish I-9 PDF' link on the page. It is shown next to the red arrow below. You can also Review Eligible Documents.

Preview Instructions

English I-9 PDF | Spanish I-9 PDF

Employer Review and Verify the Employee's I-9 Documents

Section 2. Employer or Authorized Representative Review and Verification

(Employers or their authorized representative must complete and sign Section 2 within 3 business days of the employee's first day of employment. You must physically examine one document from List A OR a combination of one document from List B and one document from List C as listed on the "Lists of Acceptable Documents.")

If you would like to review the acceptable documents and I-9 instructions, click Review Eligibility Documents

Click here to review eligible documents

Selected Citizenship: A Citizen of the United States

Verified Document Types

NOTE If the document received is not available for selection, Selected Citizenship could be incorrect, and employee will need to be 'unlocked' under the Manager Action Items tab and Action column. Please reach out to HR (apeters@berggroup.us/952-448-1106) for further assistance.

 NOTE Please check the document(s) the employee presents and ensure that the name and information match the employee, and the document(s) are not past the expiration date, this would make them ineligible to work.

Drop-down menu to select document type

This box turns red when the date entered puts the document past expiration

Verified Document Types
List A Document

U.S. Passport

Issuing Authority (required)

U.S. Department of State

Document Number

340000230

Expiration Date

1/2/2020

Cannot be a past date

Example

Check box to attest authenticity of document(s)

Additional New Hire Information

☐ I attest, under penalty of perjury, that to the best of my knowledge, this employee is eligible to work in the United States, and if the employee presented document(s), the documents I have examined appear to be genuine and relate to the individual.

Next

The document example and guide appear here

Step #5 – The next page will ask you for additional information about the new hire, including start date, employee gender and the employee's race. When you have finished, click the blue 'Next' button.

Step #6 – The next page will ask you to verify the information you entered about the employee's document(s). When you have finished reviewing the information, click the blue 'Next' button.

NOTE If you need to make changes, select the incorrect information (in blue), it will direct you to where it appears, and you can then make the necessary changes to correct information.

Step #7 – Now you need to electronically sign the I9 document by clicking the blue 'click to sign' button. When you are done, the form will be submitted and I9 process will be complete.

Once completed, the new hire will be in the Foreman App the NEXT day.
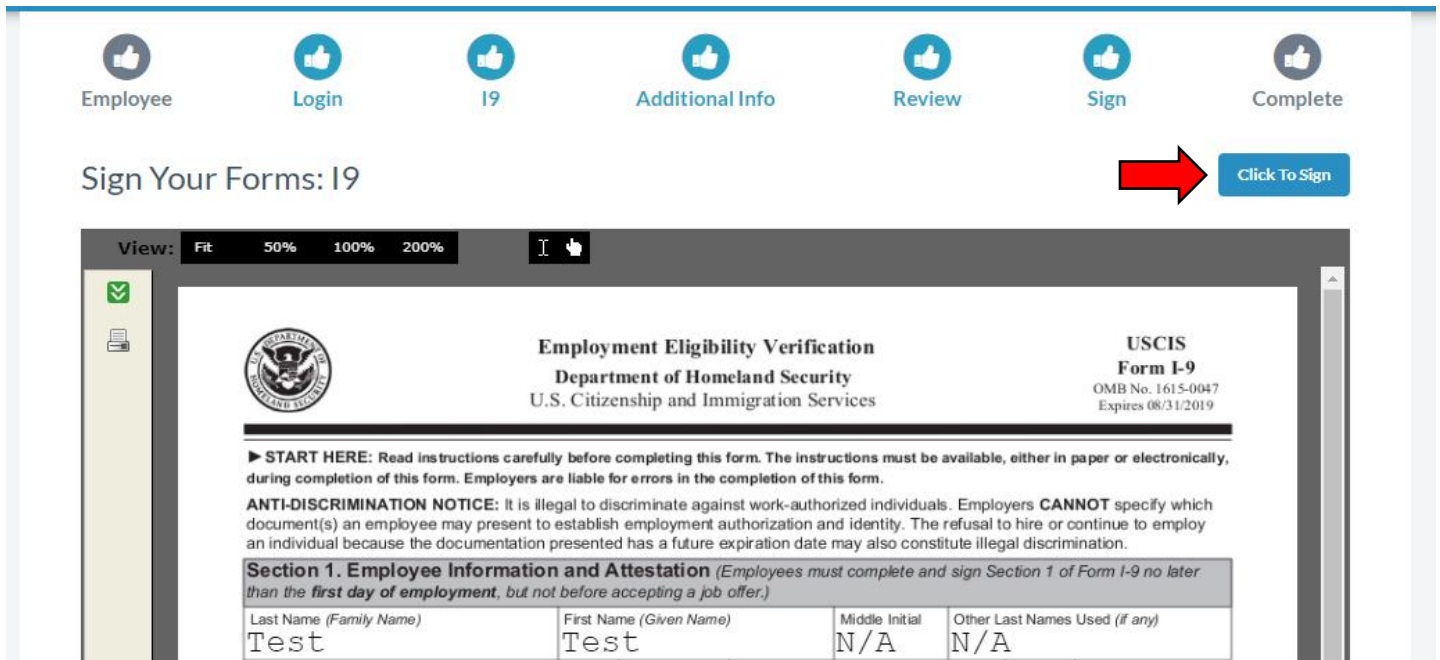
NOTE When you have completed the process, BirdDogHR will display the message shown below.
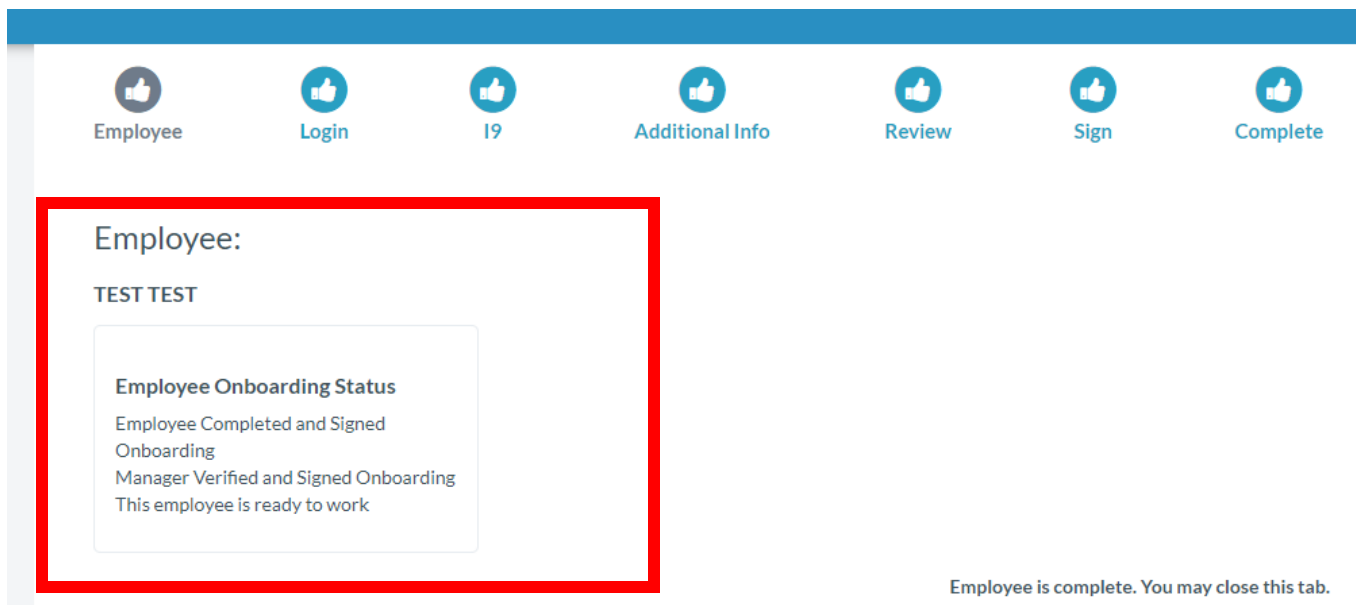
For further questions or concerns, contact the Berg Group HR department- Ashley Peters, apeters@berggroup.us .

E-Verify Cheat Sheet

The following states require E-Verify:

- Alabama

- **Arizona**

- Georgia

- Louisiana

- Mississippi

- North Carolina

- South Carolina

- Tennessee

- Utah

- E-Verify needs to be completed within the first three days of work for an employee. If a List A item is provided for completing an I-9, it is required to email photocopies **(Front and Back)** directly to Human Resources in order to complete the E-Verify process. The List A document only needs to HR@bergggroup.us.

- Foreman and Superintendent will be notified if any further action is required.

- If employee is contesting results, employee is eligible to work for eight days or until the case is closed; whichever happens first.
  - Employee has 8 working days to close case with SSA or DHS

- If an employee does not contest negative results, this will result in the termination of an employee. A term form will need to be filled out, and this reason will fall under the 'voluntary' list of reasons for termination.

Rehire Cheat Sheet

- If employees are being rehired, the foreman for that employee must contact the General Superintendent. **No employees can be rehired without a General Superintendents approval.**

- Employees are not to begin working for pay, until they have been deemed eligible for rehire **AND** complete the appropriate rehire process.

- General Superintendents will contact HR by email HR@berggroup.us. In the email they are to include the name of the candidate, the preferred date of hire and copy the foreman, to start the rehire process.

- Human Resources will recommend one of the following actions based on eligibility:

  1) If it has been less than 150 days since the candidate's termination, HR will confirm I-9 and tax forms are still valid, the foreman will confirm with rehire that the paperwork on file is still current information (no life changing events ex: marriage and birth), once that confirmation is given to HR, HR will reactivate rehire in the Foreman App and they are eligible to work.

  2) If it has been over 150 days and the rehire still *has an employee file* with the company, they will need to reapply to approve a new background screen, once 'okay to hire' email has been sent to superintendent. Onboarding will be dependent on confirmation that I-9 and tax forms are still valid, with foreman confirming that rehire file is still current. Foreman will notify Human Resources (reference step above for more information).

  3) If it has been over 150 days and the candidate *doesn't have an employee file* with the company, they will need to reapply, get a background screen done, confirm their email address and complete the onboarding process.

  4) If the employee was last terminated for a reason that made them INELIGIBLE for re-hire, we will not proceed with processing their candidacy.

For any further questions regarding the rehire process contact:

Ashley Peters, Human Resources
Email: apeters@berggroup.us
Phone: 952-448-1106

Termination Cheat Sheet

Term forms need to be completed and submitted within 24 hours of an employee's termination (before termination if in CA or LA, these unions require same day pay). If an employee is not termed within this time period, there may be consequences for the supervisor of this employee and the company at large, as employees need to be given final paychecks within a timely manner and be eligible to file unemployment, if needed.

Term forms need to completed even for temporary lay-offs, and these employees have the opportunity to be rehired by the company later.

Term forms can be found on the 'Berg Field Crew App', under the 'Reporting & Forms' tab. The tab is pictured below.

Reporting & Forms

Once you enter the form in the app, this will run you through a few questions and fields, be sure to click 'submit' when you are finished. A PDF copy will be generated and sent to you, your Superintendent, Human Resources, and Payroll via email.

On this form you will be asked if an employee is being terminated 'voluntarily' or 'involuntarily'. Below is a list of reasons that may help you determine if the reason each employee Termination is voluntary or involuntary.

Termination reasons that are 'voluntary':

- Personal (Moving, family emergencies, child-care issues, etc.)
- Violation of no call, no show policy
- Quit
- Inability to complete I-9 forms within the first three days of work
- Chose not to complete E-Verify Process

Termination reasons that are 'involuntary':

- Poor Performance
- Lack of Work
- Violation of Policy
- Temporary Lay-off (You will be prompted to enter a date for rehire)
- E-Verify was contested and not resolved within 8 workdays

    For further questions on how to locate, or complete a term form, contact:
   Ashley Peters, Human Resources
    Email: apeters@berggroup.us
    Phone: 952-448-1106

PlanGrid Cheat Sheet

PlanGrid is used by Foreman, Superintendents and Project Managers/Assistants during the construction process, in order to communicate with each other about the plans and progress of a project. Before a project starts, Project Managers and Project Assistants are responsible for loading the appropriate plans and drawings into Plangrid so they can be accessed in the field as needed. Below you will find a screen shot of an example project page on Plangrid, and explanations of where to find or upload materials.

NOTE When you first open Plangrid, you will find a list of your current projects. To access the screen below you must select and click on one of the listed projects. If you cannot find a project, or a project is missing certain plans, drawings or other materials and you need access to it, you must contact your office's Project Assistant.
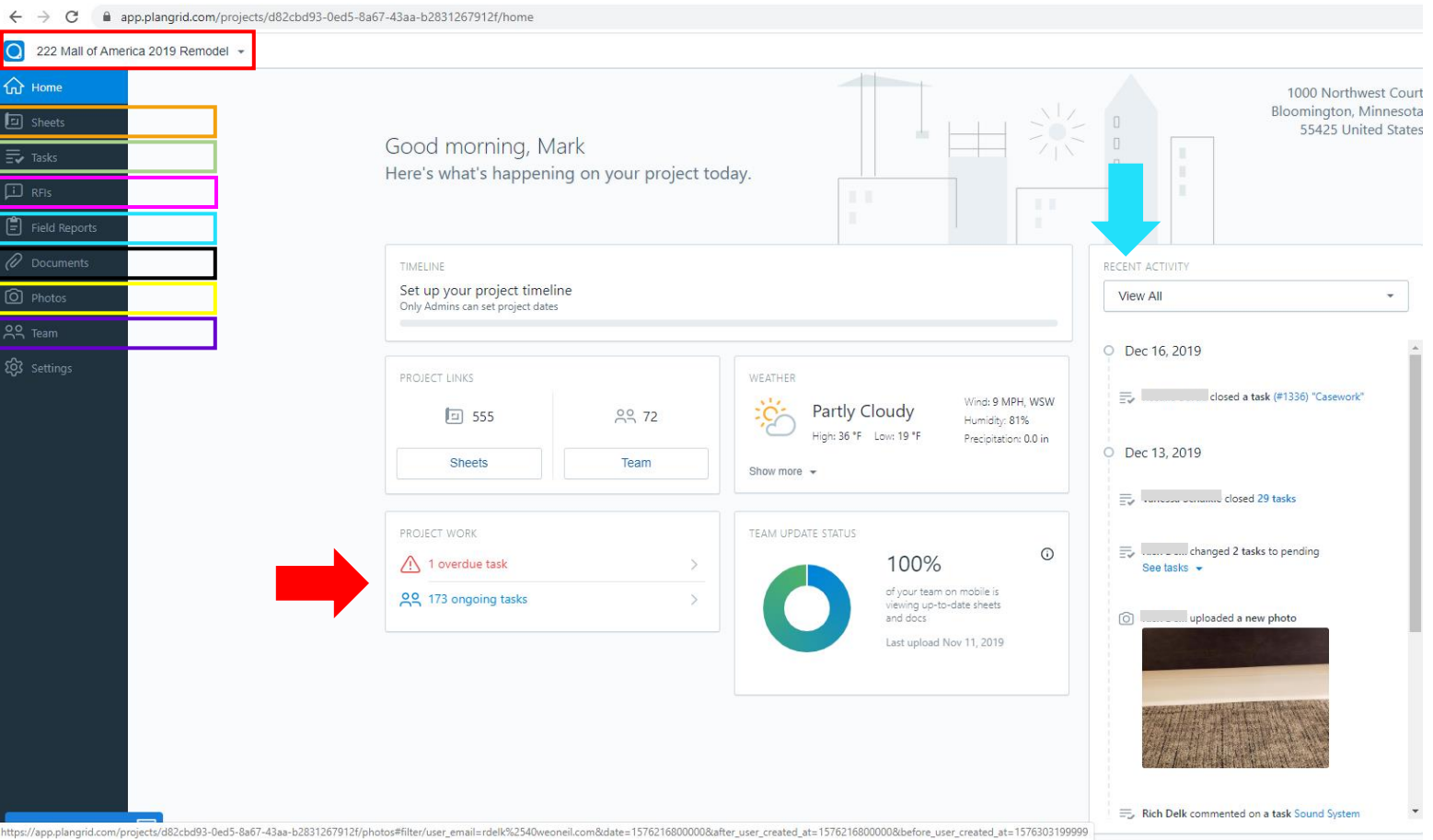
Red Box	Project Name	This is the title of the job you selected; to change, click the arrow on the right side	**Black Box**	Documents	This is where more detailed or floor/room specific plans, and drawings live
Orange Box	Sheets	This is where original plans and drawings are uploaded at the start of a project	**Yellow Box**	Photos	All photos uploaded with RFIs and Field Reports for the length of the project collect here
Green Box	Tasks	Project tasks to be completed, and notes added addressing any related issues	**Purple Box**	Team	All employees connected to a project listed here
Pink Box	RFIs	This is where Foreman upload Requests for Information, regarding project issues	**Blue Box**	Field Reports	This is where Foreman upload daily sign-in/out sheets and daily work reports
Red Arrow	Project Work	This is a quick look at existing project tasks	**Blue Arrow**	Recent Activity	A live feed of field uploads/changes to PlanGrid