Digital Timesheets Proposal

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January 20, 2026

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Introduction

The goal of this project is to make the process of timesheet documentation effective and time-efficient for the foreman, supervisors, and admins. It can replace paper timesheets and addresses the current issues with Foundation Field Log.

Definitions

API - application programming interface
CIP - Change in Plans
CUP - Construction Unit Plant
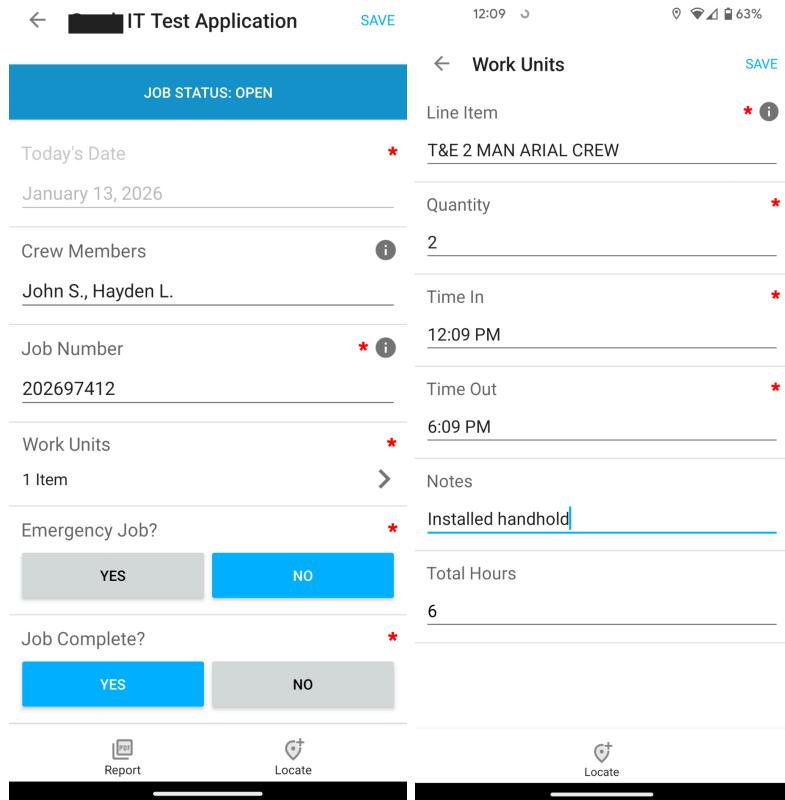DSR - Daily Status Report

Problem Statement

Currently, the foreman documents the work that has been done and the time spent on the job hand-written on paper. The paper timesheet is sent to a supervisor for review and approval, then sent to the admin office for logging into Foundation Field Log.

EMERGENCY JOB? YES (NO)	**Daily Timesheet**			JOB COMPLETE? YES (NO)			

Date	11/13		Crew Foreman:				
Project Number: Exchange:	2090050ula 2023 050 44 — P. 051871		Notes:				

Employee Name	Time Start	Time End	Time Start	Time End	TOTAL HOURS	PER DIEM
Jayden L	7am	—	—	4:30	11.5	
Seth H	7am	—	—	4:30	11.5	
Heden B ✓	7am	—	—	4:30	11.5	
				Total Hours		

Description of Work Completed/Units	Seq# Start	Seq# End	Total	Qty
Prep job for customer, plan route, pot hole	—	—		

Example of a submitted paper timesheet

Foundations is used for time keeping and maintains a record of time and material.

Fulcrum is used by some crews to track the work done.

Fulcrum interface

A note on Fulctum: they offer a well-defined API for both saving and retrieval of data. It is easy to integrate with them, and therefore we recommend integrating with Fulcrum as much as possible.

There have been examples of ambiguous completed work units which makes the later steps of redlining and invoicing *difficult*.

Foremen would prefer to use a digital tool rather than a piece of paper, because paper gets dirty and wet in the field. Also, timesheets have to be digitized anyway, so digital-first is preferred.

Proposed solution

The proposed solution is a single-page digital timesheet mobile app where the foreman can input his crew's timesheets per job number.

Each project has a list of line items. The foreman adds timesheets for his crew, per line item. If the work is done that doesn't fit into an existing line item, the foreman can create a new line item for this project, to be later approved by a supervising admin.

The foreman can also create a new line item due to a Change In Plans (CIP).

The foreman then submits timesheets for his crew. The timesheets get reviewed and approved by a regional admin, and are later sent to the admin office.

The proposed app allows integrations with existing systems. It does all of the following:
- Save timesheets to the database
- Save timesheets to Google Sheets
- Save timesheets to Foundation[1]
- Save timesheets to Fulcrum

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[1] Even though Foundation does not have an API, we can automate both save and retrieving data, using Puppeteer.

We propose the following UI:

Mockup User Interface

The foreman enters the timesheets for the crew. The foreman selects individual crew members he is submitting time for.

The timesheet app has checkboxes for: "emergency job?" and "job complete?" fields.

The description field is required for each line item.

Projected KPI's

Supervisors verify paper timesheets belonging to various job numbers.

Admins input the time into Foundation Field Log from ALL paper timesheets submitted by supervisors. This can be up to 2 weeks worth of time sheets. This is a time-consuming process.

$$8 \text{ hours} \times 2 \text{ days} \times 4 \text{ weeks} = 64 \times \text{ hours per month saved}$$

We can build & deliver digital timesheets app in 2 weeks.

Open Questions

- Why is Fulcrum not being used for data collection?
- How does timesheet data end up in invoicing?
- Are job numbers and project numbers one-to-one? Are there hours attached to project numbers?
  - Yes they are.
- Who is responsible for submitting timesheets? The individual field crew or the foreman?
  - The foreman should be submitting timesheets for the crew.
- Do you need two pages? One for foreman and one for field crew?
  - Only one.
- Do line items on a timesheet correlate exactly to line items on an invoice?
  - Yes they do.

Conclusion

We can address this pain point of paper timesheets with a minimal app initially.