

Your first week on /parallel

For payroll, from Monday 12 October. FastTrack still pays everyone; /parallel shows whether the new system prices last week the way FastTrack did. Nothing you do here changes a pay run.

Monday: sign in

Open the invitation Seizan sent you and choose a password. From then on, sign in at crewright.com.au with your email.

EMAIL *

coordinator@harlowpeak invalid

PASSWORD *

3

Sign in

Forgot your password?

This sign-in is for office staff. Workers use the Crewright app, with their mobile number and a texted code. Crewright by Seizan.

Look at: the two numbers

"Matched" is pay equal to the cent. "Matched or explained" adds differences with a known reason. Note both each week.

R AN ACCEPTED REASON, COUNTED APART		FASTTRA
		0
		0
		1
		1
		0
ed, each tested line by line: anything else is a real difference.		
LINES		DOLLARS ON THEM
15		\$2,427.50
1		\$2,427.50

During the week: one a day

Open a timesheet and check it against FastTrack. FastTrack's lines and the new system's are side by side.

Qty	Rate	Total	Ours	Qty	Rate
8	42.5	\$340.00	Normal	8	42.5
2	63.75	\$127.50	Time and a Half	2	63.75
1	18	\$18.00	Site Allowance	1	18
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Monday: load last week

Once FastTrack has interpreted last week: Parallel run, then its two exports for the same dates, then Load and compare.

▼ Load another week

Timesheet Detail export

Reports → Timesheet & Interpretation → Timesheet Detail - Export

Choose File

Timesheet Detail - Export (invented).csv

Detailed Transaction Report

Interpreter Review → Timesheet Transaction Report → Export Detailed Transaction Report Data

Choose File

No file chosen

Job orders

Optional. RM → Find Job Order → Manage Layout → Select All, then Export (CSV). Gives each job order's pay agreement: a job order created since the last one loaded is not priced without it. Kept for the next week.

Choose File

No file chosen

Load and compare

Export both for the same dates, whole weeks. A worker's week counts toward overtime only from the shifts in these files. Loading the same

Look at: "not yet known"

The biggest differences come first. Any reason "not yet known" is what to look at; the rest are explained.

worker	Any status	Any reason	Timesheet, worker, client		Show
	CLIENT	JOB ORDER	FASTTRACK	OURS	DIFFERENCE
7102	Ridgeline Civil	300501	\$2,427.50	\$2,512.50	\$85.00
7103	Calder Port Services	300502	\$2,427.50	\$2,409.51	~\$17.99
7105	Northbank Energy	300504	\$2,427.50	\$2,430.30	\$2.80
7101	Ridgeline Civil	300500	\$2,427.50	\$2,427.50	\$0.00
7104	Calder Port Services	300503	\$2,427.50	\$2,427.50	\$0.00
6	Northbank Energy	300505	\$2,427.50	—	—
fore any correction by payroll staff. A staff-corrected timesheet shows both.					

Friday: send what is left

Export what you could not explain and send it to Seizan with the timesheet numbers. That is the week done.

Rounding

1

Paid by FastTrack only

1

Different rate

1

Timesheets

1

Every client

Every worker

Any status

Any reason

Timesheet, worker, client

TIMESHEET

WORKER

CLIENT

JOB ORDER

FASTTRACK

71002

Praya Lindqvist 7102

Ridgeline Civil

300501

\$2,427.50

71003

Tom Arbery 7103

Calder Port Services

300502

\$2,427.50

71005

Joel Whitcombe 7105

Northbank Energy

300504

\$2,427.50

71001

Sam Okafor 7101

Ridgeline Civil

300500

\$2,427.50

Who to ask: a question about what someone should be paid, as you would today (FastTrack still decides). The numbers here, a page that will not open, or signing in: Seizan, through whoever invited you.