

User Reference

Construct CHK App

By CMiC



Proprietary Notice

The contents of the CMiC software product, including both this reference guide and the program components, are proprietary to Computer Methods International Corp. (CMiC), are copyright protected and are considered Confidential Information by CMiC. All rights are reserved by CMiC. A copy of the reference guide and the program has been provided to the original licensee under license with CMiC strictly for their own use under the terms of the license. All copies of this reference guide whether in print or electronic format must contain a copy of this Proprietary Notice. Any selling, licensing or other distribution of the contents of either this reference guide or the program components, whether for profit or not, is unlawful and may subject the violator and the original licensee to termination of license, criminal charges, civil action, or any combination of these.

Copyright © 2026

Computer Methods International Corp.

4850 Keele Street

Toronto, Ontario M3J 3K1

Canada

Risk of Use Notice

The CMiC software product, including both this reference guide and the program components, is licensed on an “AS IS” basis. The entire risk as to the results of its use is with the licensee. Except for with respect to warranties in certain jurisdictions that are imposed by statute and that may not be waived by one or more of the parties, and only to the extent of such warranties in such jurisdictions, Computer Methods International Corp. (CMiC) makes no warranties whatsoever, either expressed or implied, with respect to the quality, performance, merchantability or fitness for any particular purpose of any or all components of this software product, except as provided in the licensee’s license agreement. Except as provided in the licensee’s license agreement, the licensee (and not CMiC or its agents) will be solely responsible for the costs of all service, of any defect in this software product, and of any incidental or consequential damages, including, but not limited to, any interruption of service or loss of business or anticipatory profits, caused or alleged to be caused either directly or indirectly by the software product to the licensee or any other person, even if CMiC has been advised of the possibility of such damages.

“Computer Methods International Corp” and the CMiC logo are registered or unregistered trademarks of Computer Methods International Corp.

Table of Contents

Proprietary Notice	ii
Risk of Use Notice	ii
Table of Contents	iii
Construct CHK (App)	1
Overview	1
Download the App Today	1
Construct CHK - Getting Started	3
Pre-requisites	3
Construct Check In	5

This page is intentionally left blank.

Construct CHK (App)

Overview

CMiC is pleased to announce that the new Construct CHK app is now available for iOS and Android. This new time tracking app makes it easy for field employees to check in and out during their shift, ensuring they are accurately compensated for their labor hours. Accurate time tracking in the field increases worker accountability and allows you to estimate labor costs for future projects. The app provides a streamlined payroll process with valuable insight into job costing metrics. A real-time dashboard allows you to view which employees clocked in and out during their shift. It also allows foreman to analyze labor activities and make any necessary adjustments to clocked-in time for a crew member.

Download the App Today

NOTE: The Construct CHK app is only available on iOS and Android tablets.



Download the Construct CHK app today, available on the [App Store](#) and [Google Play](#) for customers using iOS and Android devices.

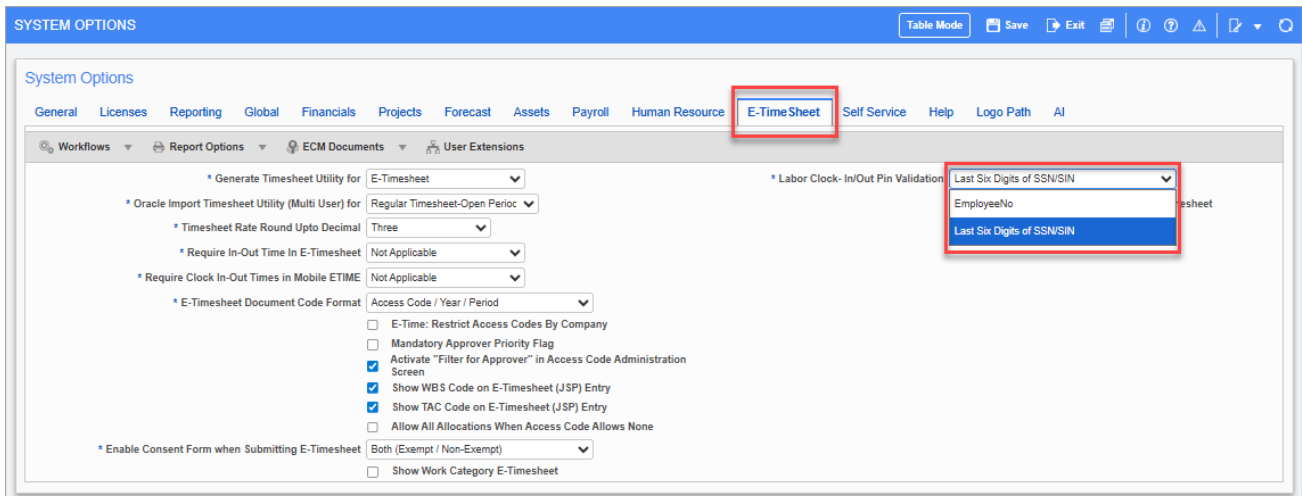
This page is intentionally left blank.

Construct CHK - Getting Started

Pre-requisites

NOTE: The Construct CHK app is only available on iOS and Android tablets.

Before your employees can start using the Construct CHK app to clock in and out of a job site, you will need to provide them with a pin code. The format of the pin code is set in the E-Timesheet tab of the System Options screen in the System Data module. There are two options available in the Labour Clock-In/Out Pin Validation field: "EmployeeNo" and "Last Six Digits of SSN/SIN". The option selected here will apply at the company level and will determine whether the pin code your employees use will be their employee ID number or the last six digits of their social security number.



Pgm: SYSOPT – System Options; standard Treeview path: System > Setup > System Options – E-TimeSheet tab

Additionally, users must be granted access to the Construct CHK app by assigning them the 'HCMCIOACS' privilege, which is located on the System Privileges tab of the User Maintenance screen.

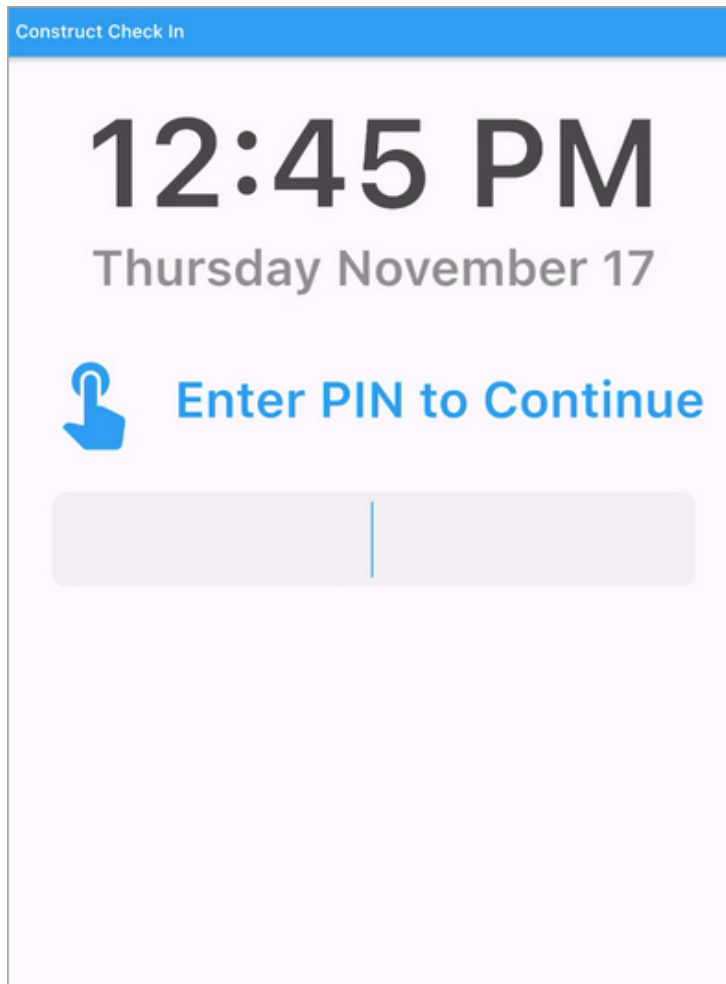
Construct CHK App

The screenshot shows the 'USER MAINTENANCE' application interface. At the top, there is a blue header with the title 'USER MAINTENANCE' and a 'Table Mode' button. Below the header, there are input fields for 'Login Name' (DA) and 'User' (DA), along with a 'Save/Refresh' button. The main content area is divided into several tabs: 'General', 'Assign Roles', 'System Privileges', 'Configuration Privileges', 'Consolidations Access', 'Company Access', 'Employee Security', and 'Compliar'. The 'System Privileges' tab is currently selected and highlighted with a red box. Below the tabs, there is a toolbar with various icons for actions like 'View', 'Freeze', 'Detach', 'Search', 'Workflows', 'Report Options', 'Export', 'ECM Documents', and 'User Extensions'. The main data area is a table with three columns: 'Code', 'Name', and 'Select'. The table contains several rows of system privileges, with the row for 'HCMCIOACS' highlighted by a red border. The 'Select' column for all rows contains a checked checkbox.

Code	Name	Select
GLRECENT	GL: Allows the user access to GL recurring entries belonging to other users	<input checked="" type="checkbox"/>
GLREOPENYR	GL: Allow to Reopen Previous Year.	<input checked="" type="checkbox"/>
GLVINADPT	GL: Allow User To View/Update Inactive Departments	<input checked="" type="checkbox"/>
HCMAPPLIC	HCM: Allows Applicant Management module access by employee security	<input checked="" type="checkbox"/>
HCMCIOACS	HCM: Allows user to access Clock In Out Application	<input checked="" type="checkbox"/>
HCMCOMPENS	HCM: Allows Compensation Management module access by employee security	<input checked="" type="checkbox"/>
HCMHIRING	HCM: Allows Hiring Requisitions module access by employee security	<input checked="" type="checkbox"/>
HCMPERFORM	HCM: Allows Performance Management module access by employee security	<input checked="" type="checkbox"/>
HCMPYEMP	HCM: Allows employee access by employee security	<input checked="" type="checkbox"/>
HCMTRAIN	HCM: Allows Training module access by employee security	<input checked="" type="checkbox"/>
HIRE	HR: Allows the user to hire an applicant	<input checked="" type="checkbox"/>

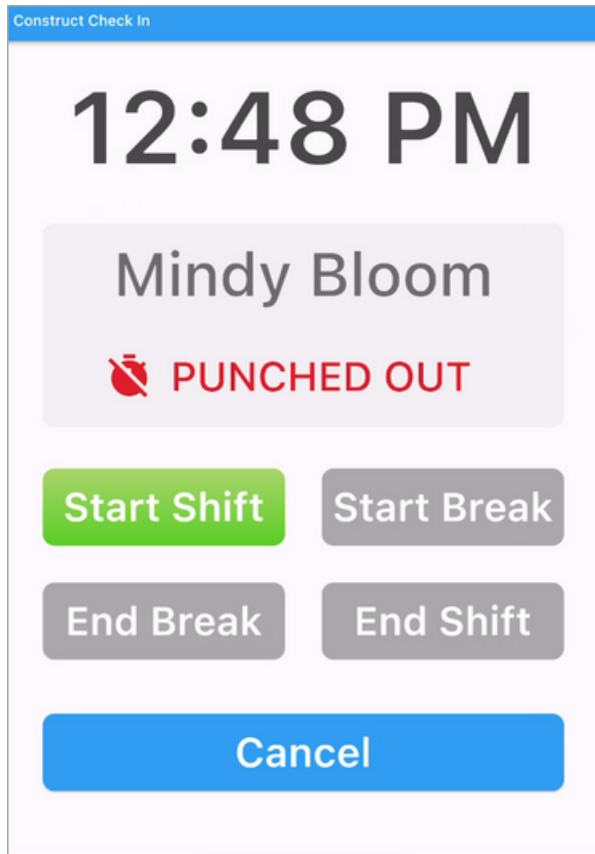
Pgm: SDUSRMNT – User Maintenance; standard Treeview path: System > Security > Users > User Maintenance - General tab

Construct Check In



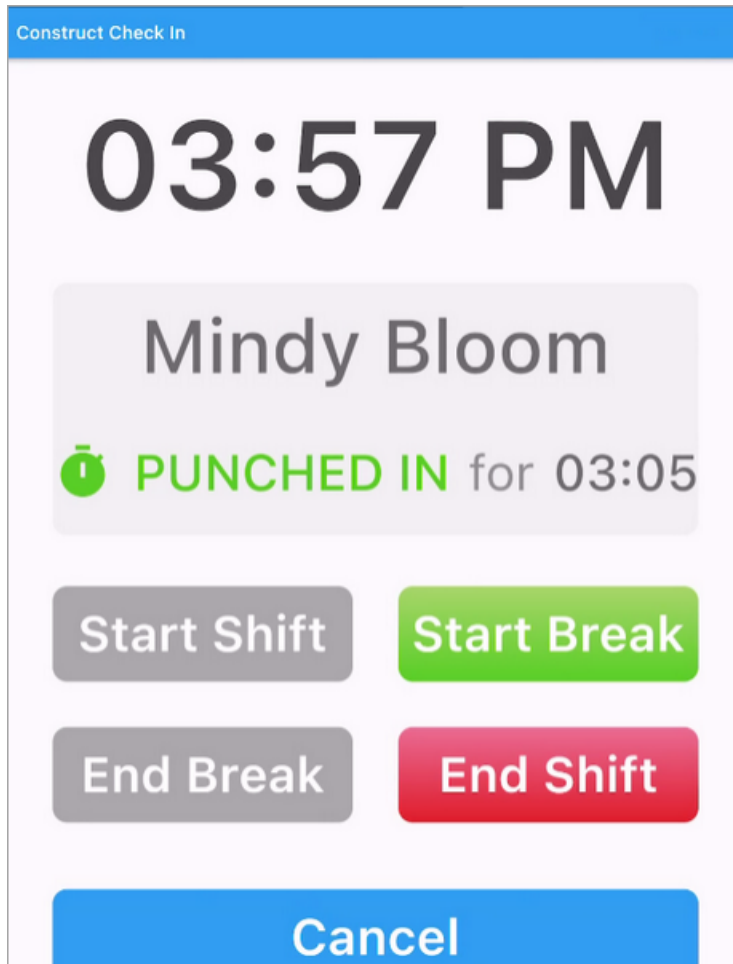
Construct CHK login screen

At the beginning of a shift, an employee will enter their pin code in the Construct Check In screen of the Construct CHK app. The format of the pin code will depend on the option pre-determined by the company in the System Options screen.



Available options in green when employee is punched out

Once the pin code is entered successfully, the employee's name and any available timesheet tracking options will be displayed. This screen is used to punch in, track breaks, and punch out. The [**Start Shift**] and [**End Shift**] buttons are used for punching in and out at the start and end of a shift. The [**Start Break**] and [**End Break**] buttons are used for taking breaks over the course of a shift.



Available options in green and red when employee is punched in

This page is intentionally left blank.