



WORKAXLE

WorkAxle

User Guide for all Crew Members

Version 2

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1. INTRODUCTION

1.1 WHAT IS WORKAXLE?

WorkAxle is the new timesheet system selected by CSL for time entry and timesheet management. It replace the previous timesheet process and serves as the official source for recording and approving employee work hours.

In this section, you will learn how to:

- Log in and manage password in WorkAxle
- Log your overtime and premiums
- Simulate a timesheet

GENERAL PROCESS: WHO DOES WHAT

- **All crew:** Enter Overtime and Premiums
- **Timesheet Managers** (First Mates and Chief Engineers): Enter scheduled hours, approve timesheets, add sick days and extra meals premium.
- **Captains:** Approve First Mate timesheets
- **Payroll Officers:** Process all timesheets

KEY INFO:

1. Crew members are strongly encouraged to complete their timesheets daily. All timesheet entries must be submitted before leaving the vessel, as crew members will no longer be able to add or modify time entries while ashore.
2. Captains & Chief engineers are required to complete their timesheets only once per month.
3. Pay period cycle: bi-monthly, from the 21st to the 5th and from the 6th to the 20th.
4. Your electronic pay stubs are available in ADP. Please refer to the ADP user guide for instructions on how to access them.

* **First Mates** manage deck officers, deck ratings & galley personal
Chief Engineers manage engine officers, engine ratings, safety delegates and shipkeeper

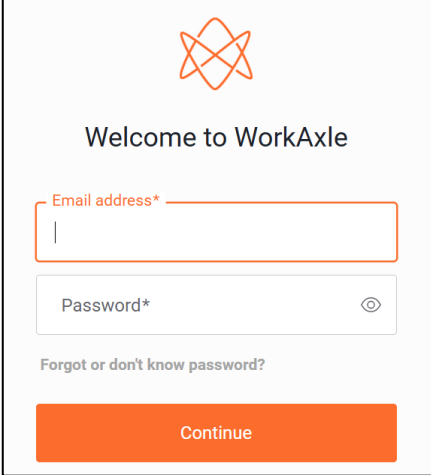
2. IDENTIFICATION

2.1 LOG IN & MANAGE PASSWORD

Here is how you can log into your WorkAxle account:

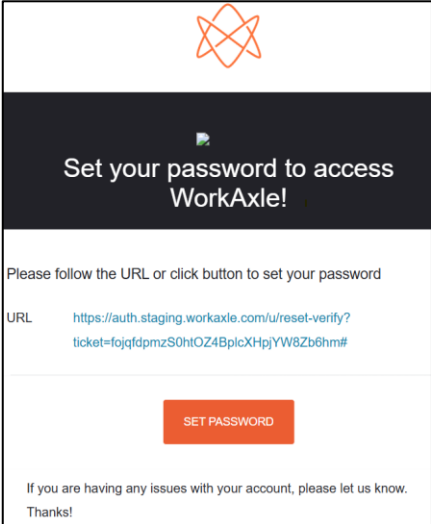
Use the following URL link to log in: **<https://csi.workaxle.com>**

1. Use the same email address as the one in your COMPAS profile.
2. Enter your password.
3. Click on **Continue**



The login page features the WorkAxle logo at the top. Below it, the text "Welcome to WorkAxle" is displayed. There are two input fields: "Email address*" and "Password*", both with orange borders. A "Forgot or don't know password?" link is located below the password field. At the bottom, there is an orange "Continue" button.

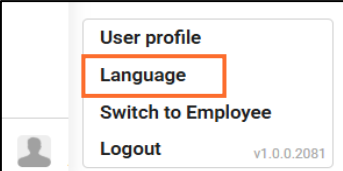
- Wrong details? Click **Forgot password or don't know password?**
 - Enter your email when prompted
 - In your inbox, click **Set Password** to reset it.
 - Follow the steps, then click **Set Password**
 - Return to the login page and sign in



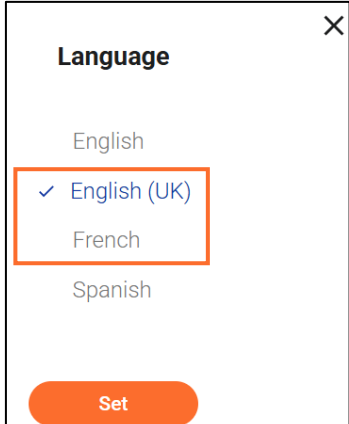
The "Set your password" page has a dark header with the WorkAxle logo and the text "Set your password to access WorkAxle!". Below the header, it says "Please follow the URL or click button to set your password". A URL is provided: <https://auth.staging.workaxle.com/u/reset-verify?ticket=fojqfdpmzS0htOZ4BpicXHpyYw8Zb6hm#>. At the bottom, there is an orange "SET PASSWORD" button and a footer note: "If you are having any issues with your account, please let us know. Thanks!"

LANGUAGE

1. Click on the  icon on the left bottom of the page
2. Click on **Language**
 - For English, select **English (UK)**
 - For French, select **French**
3. Click on **Set**



The user profile dropdown menu shows options: "User profile", "Language" (highlighted with an orange box), "Switch to Employee", and "Logout". A version number "v1.0.0.2081" is visible at the bottom right.

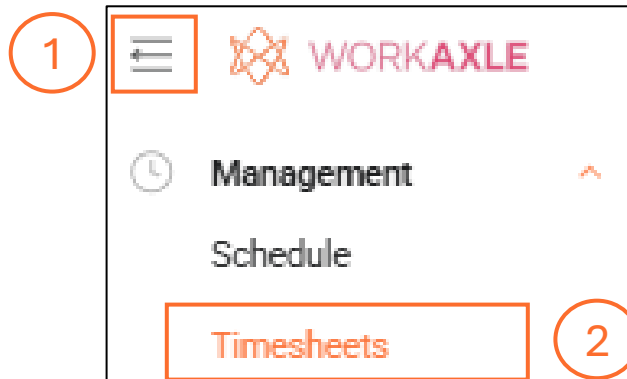


The language selection modal has a title "Language" and a close button "X". It lists four options: "English", "English (UK)" (selected with a blue checkmark and highlighted with an orange box), "French", and "Spanish". At the bottom, there is an orange "Set" button.

3. TIMESHEET

3.1 TIMESHEET TAB

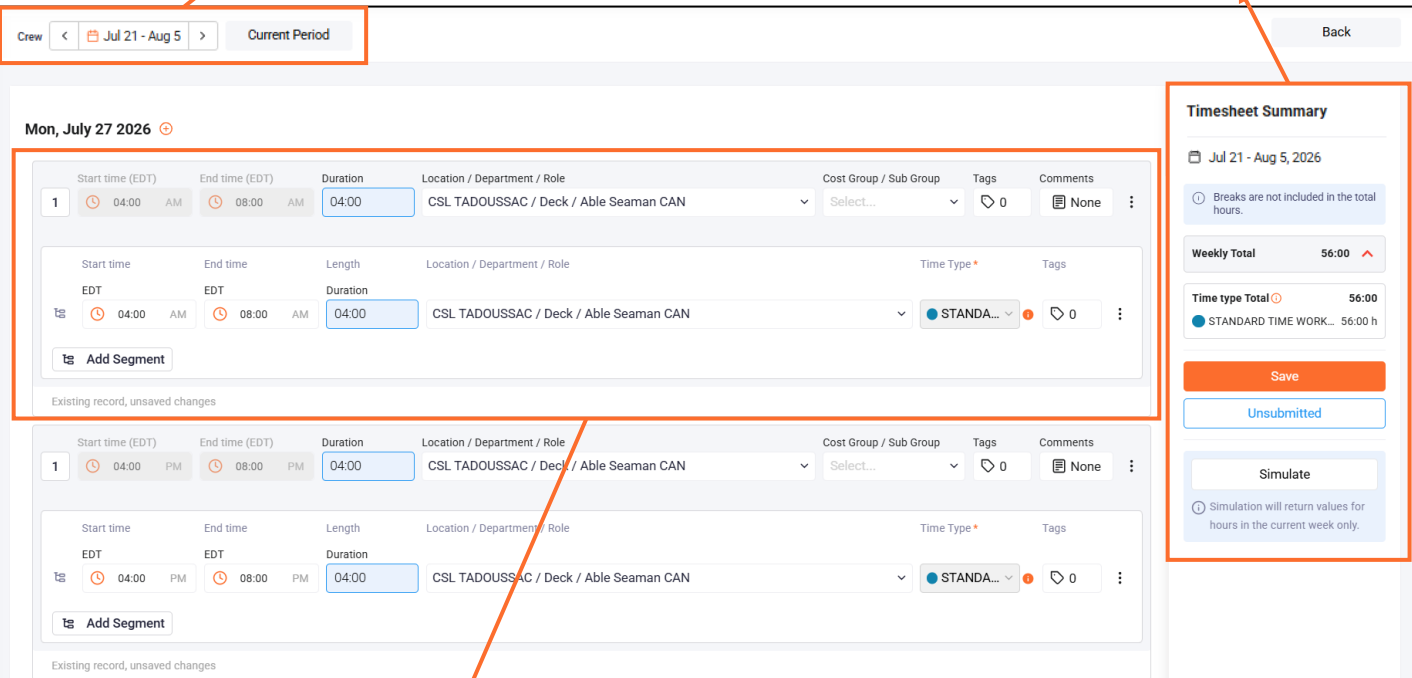
Once you are logged in, Select the  icon at the top left side then click on **Timesheet**



The hours are already set for you. The example below shows the 4 – 8 watch (4AM – 8AM, then 4PM – 8PM).

Click on the arrows to switch from a pay period to another

Weekly summary by time types



A screenshot of the Timesheet entry interface. At the top, there is a 'Crew' section with a date range 'Jul 21 - Aug 5' and a 'Current Period' button. Below this, the main table shows time entries. The first entry is for 'Mon, July 27 2026' with a start time of 04:00 AM, end time of 08:00 AM, and duration of 04:00. The location is 'CSL TADOUSSAC / Deck / Able Seaman CAN'. The time type is 'STANDA...'. To the right, there is a 'Timesheet Summary' panel showing the weekly total of 56:00 and a 'Save' button. Annotations include an arrow pointing to the date range and another pointing to the 'Save' button.

Example of a shift:

- Start/ End times
- Duration
- Location/ Department/ Role
- Time type: a regular shift will always be defined as **“Standard Time Worked”**

3. TIMESHEET

3.2 ADD OVERTIME

To add Overtime hours, follow the steps below. Refer to page 10 for the list of Overtime.

1. Click on **Add Segment**

The screenshot shows the top section of a timesheet form. It includes fields for Start time (EDT), End time (EDT), Duration, Location / Department / Role, Cost Group / Sub Group, Tags, and Comments. Below these is a table with columns for Start time, End time, Length, Location / Department / Role, Time Type, and Tags. The first row in the table has a start time of 04:00 AM, an end time of 08:00 AM, and a duration of 04:00. The 'Add Segment' button is located at the bottom left of the table and is circled with a red '1'.

2. Enter the end time of overtime. The system will set the same start time as the end time of the Standard Time Worked.

3. Open the Time type drop-down and pick the overtime **reason**.

The screenshot shows the same timesheet form as before, but with two additional red circles. Circle '2' is around the end time field, which now shows 09:00 AM. Circle '3' is around the Time Type dropdown menu, which is open and shows options like MEAL HOUR, OT - ADMINIS..., OT - BUNK, L..., and OT - CARGO

Note: Have overtime for more than one reason? Just add a new segment, set its start and end times, and choose the matching reason.

4. Once you have added all your overtime hours and ready to submit, click on **Save** then click on **Simulate & Submit**

Note: You cannot make any more changes once you have submitted your timesheet. It will show pending. Contact your timesheet manager to unlock your timesheet.

Pending

The screenshot shows the 'Sheet summary' form for the period Aug 3 - Aug 9, 2026. It displays the weekly total as 09:00 and the time type total as 09:00. The 'Save' button is circled with a red box.

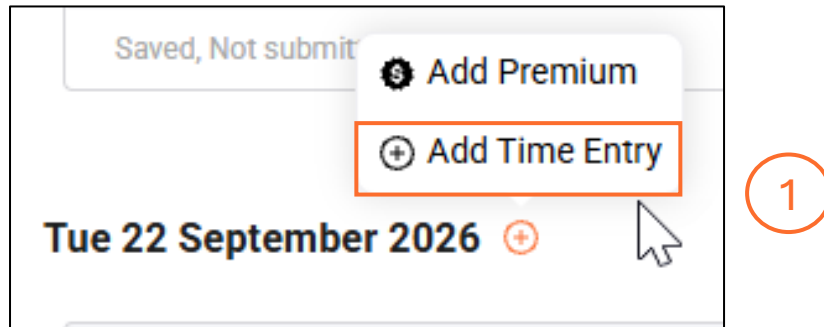
The screenshot shows the 'Sheet summary' form for the period Aug 3 - Aug 9, 2026. It displays the weekly total as 09:00 and the time type total as 09:00. The 'Simulate & Submit' button is circled with a red box.

3. TIMESHEET

3.2.1 ADD OVERTIME THAT DOES NOT FOLLOW END OF SHIFT

Use **Add Time Entry** when your overtime does **not** begin immediately after the end of your scheduled shift.

1. Click on **+** icon then click on **Add Time Entry**



2. Enter the **start and end time** of your overtime
3. Select a **reason** of Overtime under **Time Type**

A screenshot of a web-based timesheet form. The form has several fields: 'Start time (GMT-4)' with a clock icon and '20:00', 'End time (GMT-4)' with a clock icon and '23:00', and 'Duration' with a dropdown menu showing '03:00'. To the right of these fields are 'Cost Group / Sub Group' (a dropdown menu), 'Tags' (a counter showing '0'), and 'Comments' (a text area with 'None'). Below these fields is a red circle containing the number '2'. The main form area has a table with columns: 'Start time', 'End time', 'Length', 'Location / Department / Role', 'Time Type *', and 'Tags'. The 'Start time' and 'End time' columns have clock icons and '20:00' and '23:00' respectively. The 'Length' column has a dropdown menu showing '03:00'. The 'Location / Department / Role' column has a dropdown menu showing 'BAIE COMEAU / Deck / Ordinary Seaman'. The 'Time Type *' column has a dropdown menu with 'Select...' and a red circle containing the number '3' next to it. The 'Tags' column has a counter showing '0'. Below the table is a red circle containing the number '2'. At the bottom of the form is a button labeled 'Add Segment' and a status bar that says 'New record, not saved'.

NOTE

Use **Add Segment** only when overtime starts immediately after your scheduled shift ends.

If there is a gap between your shift and the overtime period, use **Add Time Entry**.

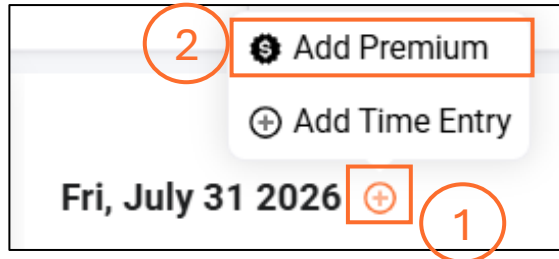
3. TIMESHEET

3.3 ADD PREMIUMS BY TIME

There are 2 types of premiums in WorkAxle: by occurrence or by time.
Refer to page 11 for the list of premiums

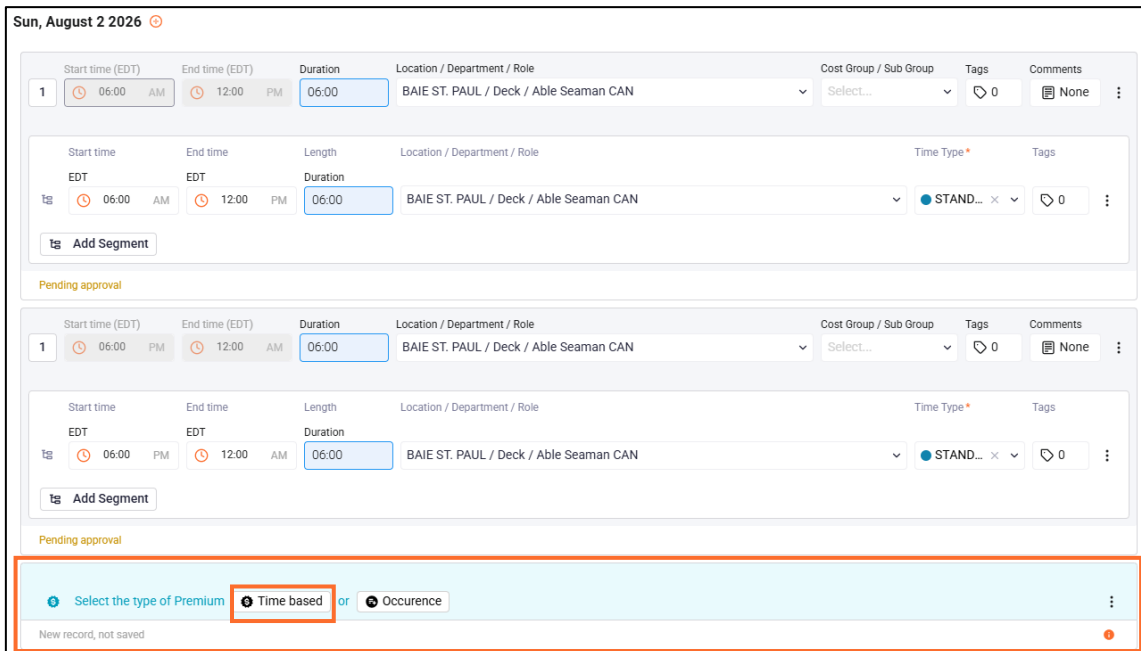
To add a premium by **Time**;

1. Click on **+** icon next to the date then click on **Add Premium**.



At the bottom of the regular time segments, a new segment will be displayed.

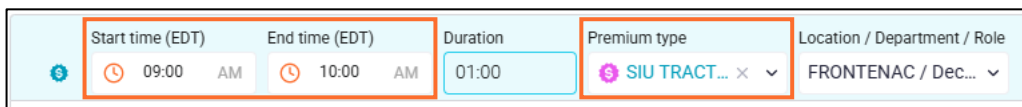
2. Click on **Time based**



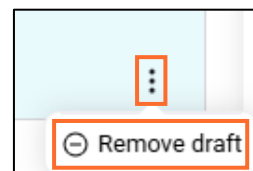
3. Select the appropriate **Premium Type** from the drop-down menu.

4. Select the start and end time.

Note: Ensure that the correct location/vessel is selected.



Note: If you wish to delete the premium entry, click on the 3 dots on the right side and click on Remove Draft.



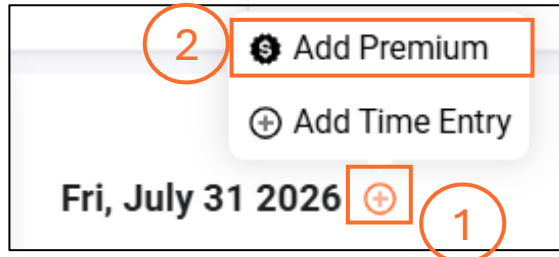
3. TIMESHEET

3.4 PREMIUMS BY OCCURRENCE

There are 2 types of premiums in Workaxle: by occurrence or by time.
Refer to page 11 for the list of premiums

To add a premium by **occurrence**;

1. Click on **+** icon next to the date then click on **Add Premium**.



At the bottom of the regular time segments, a new segment will be displayed.

2. Click on **Occurrence**

A screenshot of the Workaxle interface showing a time segment for 'Sun, August 2 2026'. The segment details include start time (06:00 AM), end time (12:00 PM), duration (06:00), and location (BAIE ST. PAUL / Deck / Able Seaman CAN). Below the segment, there is a 'Pending approval' status. At the bottom, there is a section for 'Select the type of Premium' with two options: 'Time based' and 'Occurrence'. The 'Occurrence' option is selected and highlighted with a red box.

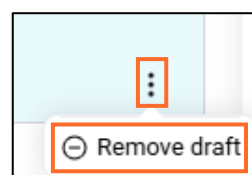
3. Select the appropriate **Premium Type** from the drop-down menu.

4. When the same premium is owed more than once, use the + to set the number of occurrences or enter the total under **Occurrence**.

Note: Ensure that the correct location/vessel is selected.

A screenshot of the premium entry form. It shows a section for 'Occurrence' with a minus sign, the number '1', and a plus sign. Next to it is a dropdown menu for 'Premium type' with 'Select...' as the current selection. To the right is a dropdown for 'Location / Department / Role' with 'BAIE ST. PAUL / De...' as the current selection. A red box highlights the 'Occurrence' section and the 'Premium type' dropdown.

Note: If you wish to delete the premium entry, click on the 3 dots on the right side and click on Remove Draft.



3. TIMESHEET

3.5 SIMULATING TIMESHEET

If you wish to validate the results of your entries against the hours that will be paid:

1. Click on **Simulate** and look at your totals for the pay period.

Timesheet Summary

Aug 6 - Aug 20, 2026

① Breaks are not included in the total hours.

Pay Period Total (hrs): 174:00 ^

Time type Total ① 174:00

- OT - ADMINISTRATION 01:00 h
- OT - BUNK, LUBES, SLU... 03:00 h
- STANDARD TIME WOR... 170:00 h

Pending

Simulate 1

① Simulation will return values for hours in the current week only.

2. Click on **View details** for full details.

Timesheet Simulation

● Timesheet simulation completed successfully! All entries comply with the assigned employment terms and rule set.

Total hours submitted 174:00 Period Aug 6, 2026 - Aug 20, 2026

Time Type Total ①

- STANDARD TIME WORKED : 124:00 ● OT - BUNK, LUBES, SLUDGE OP : 03:00 ● OT - ADMINISTRATION : 01:00
- STANDARD TIME WORKED WEEKENDS : 46:00

⦿ View details 2

Time Bank	Initial Balance	Submitted Total	Estimated Balance
SICK BANK (hrs) 1/1/2026 - 12/31/2026	00:00	00:00	00:00

Close

4. ANNEX

4.1 LIST OF TIME TYPES

Name	When to use?	Group(s)	Permissions
MEAL HOUR	To be used ONLY when a crew spent LESS than 30min for their meal break otherwise use OVERTIME	SIU	By Employee
OT - ADMINISTRATION		ALL	By Employee
OT - BUNK, LUBES, SLUDGE OP		ALL	By Employee
OT - CARGO OPERATIONS		ALL	By Employee
OT - DOCK / UNDOCK / CANAL		ALL	By Employee
OT - DRILLS/SAFETY MEETING		ALL	By Employee
OT - PILOTAGE		ALL	By Employee
OT - REPAIRS & IMPROVEMENT		ALL	By Employee
OT - STORES, SPARES & GROCERY		ALL	By Employee
OT - TRAINING		ALL	By Employee
OT - WATCH/SHIFT		ALL	By Employee
OT - PROJECTS	To be used during Drydock when requested to use by the Timesheet Manager.	ALL	By Employee
SICK	Replace "Standard Time Worked" time type to "SICK" when a crew member is sick onboard.	GUILD	By Manager
STANDARD TIME WORKED	Scheduled time worked - Set from the Schedule Menu	ALL	By Manager

4. ANNEX

4.2 LIST OF PREMIUMS (TIME & OCCURRENCE)

Name	When to use?	Group(s)	Type	Permissions
IN PORT EXTRA MEALS	Submit the extra meal sheet to your Timesheet Manager to add the premium	SIU	Premium - Occurrence	By Manager
MAINT. ENG PROFICIENCY PAY	Engineers' premium for each day worked during Winter Work while Deck crew is laid-off	GUILD	Premium - Occurrence	By Employee
PILOTAGE DIST. #1	Chief Officer's premium for completing District #1	GUILD	Premium - Occurrence	By Employee
PILOTAGE DIST. #1 HALF TRIP	Chief Officer's premium for completing HALF District #1	GUILD	Premium - Occurrence	By Employee
PILOTAGE DIST. #2	Chief Officer's premium for completing District #2	GUILD	Premium - Occurrence	By Employee
PILOTAGE DIST. #2 HALF TRIP	Chief Officer's premium for completing HALF District #2	GUILD	Premium - Occurrence	By Employee
PILOTAGE DIST. #3	Chief Officer's premium for completing District #3	GUILD	Premium - Occurrence	By Employee
PILOTAGE DIST. #3 HALF TRIP	Chief Officer's premium for completing HALF District #3	GUILD	Premium - Occurrence	By Employee
PILOTAGE EVALUATOR	Payroll Team to add approved Pilotage Evaluator Premium	GUILD	Premium - Occurrence	By Payroll
PILOTAGE TRAINER	Payroll Team to add approved Pilotage Trainer Premium	GUILD	Premium - Occurrence	By Payroll
SAILING EXTRA MEALS	Submit the extra meal sheet to your Timesheet Manager to add the premium	SIU	Premium - Occurrence	By Manager
SIU OS - TRACTOR PREMIUM	OS premium for Tractor work during REGULAR hours Include Tractor work start and end times.	SIU	Premium - Time	By Employee
SIU TRACTOR PREMIUM	Premium for Tractor work during REGULAR hours Include Tractor work start and end times.	SIU	Premium - Time	By Employee