



WorkAxle

User Guide for Timesheet Managers



Version 2

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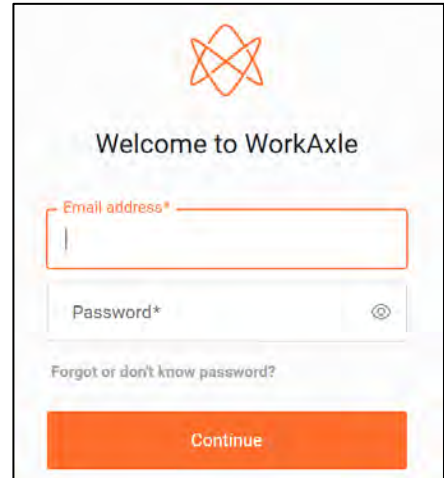
1. IDENTIFICATION

1.1 LOGIN AS TIMESHEET MANAGER

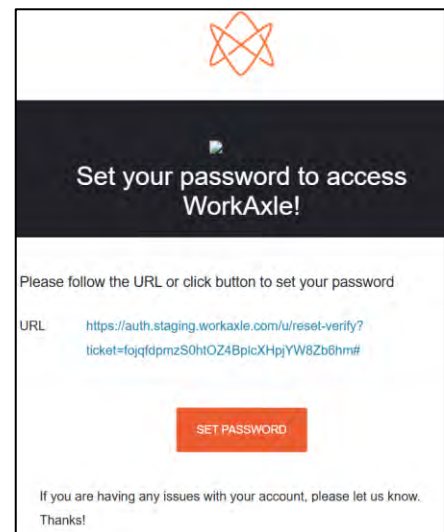
Here is how you can log into your WorkAxle account:

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**

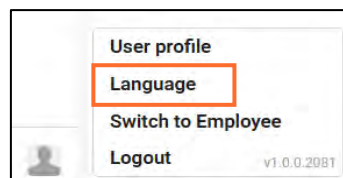
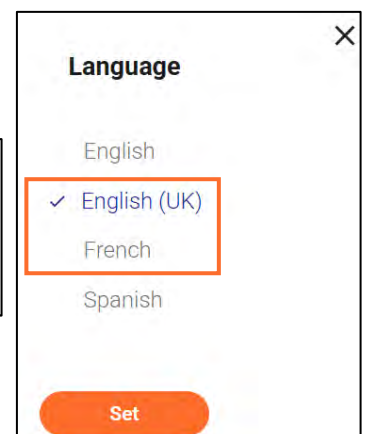
The image shows the WorkAxle login page. At the top is the WorkAxle logo, an orange atom-like symbol. Below it, the text "Welcome to WorkAxle" is centered. There are two input fields: "Email address*" and "Password*", both with orange borders. Below the password field is a link "Forgot or don't know password?". At the bottom is a large orange button labeled "Continue".

- 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 image shows the WorkAxle password reset page. At the top is the WorkAxle logo. Below it, the text "Set your password to access WorkAxle!" is centered. Below this is a section titled "Please follow the URL or click button to set your password". It shows a URL: "https://auth.staging.workaxle.com/u/reset-verify?ticket=fojqfdpmzS0hiOZ4BpicXHpjYW8Zb0hm#". Below the URL is a large orange button labeled "SET PASSWORD". At the bottom, there is a small text: "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**

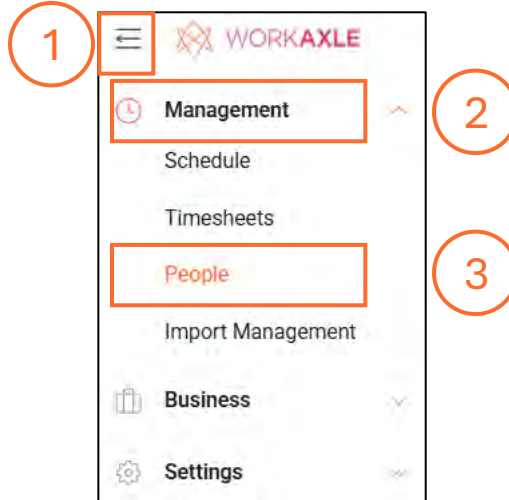
The image shows a user profile menu. It has a header "User profile" and a list of options: "Language", "Switch to Employee", and "Logout". The "Language" option is highlighted with an orange box. Below the menu is a small user profile icon and the version number "v1.0.0.2081".The image shows a language selection dialog. It has a title "Language" and a list of options: "English", "English (UK)", "French", and "Spanish". The "English (UK)" option is selected with a blue checkmark and highlighted with an orange box. At the bottom is a large orange button labeled "Set".

2. CREW PROFILE

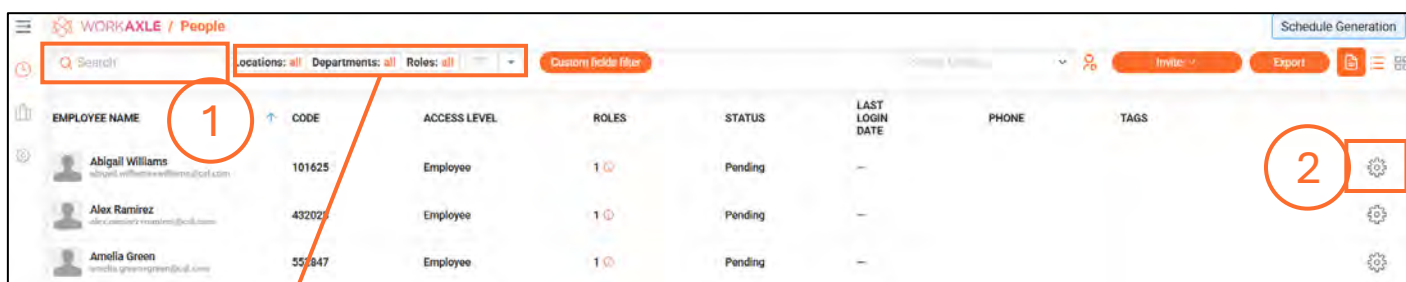
2.1 HOW TO ACCESS A CREW PROFILE

Once a crew member is signed onto a vessel through Compas, their role is configured automatically according to the correct rank, vessel, and employment terms.

1. Click on the  icon then click on **Management** then on **People** to access the list of crew members

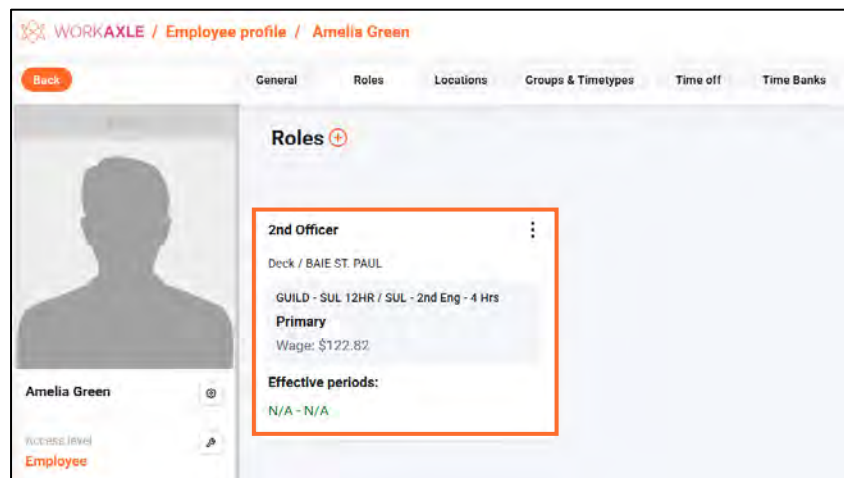


2. Search for the name of the crew member using the **search** bar and click on the  icon to access their profile page.

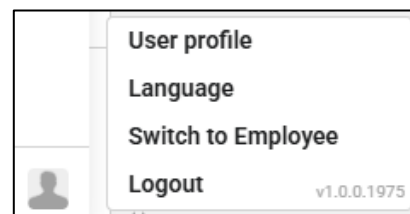


Ensure that no filters are applied when searching for a crew.

3. Click on **Roles** to ensure that the crew has the correct role, vessel and employment term.



NOTE: To see your OWN profile, click the  icon at the bottom left of the page then click **User Profile**



2. CREW PROFILE

2.2 EDIT A ROLE – ENTRY LEVEL OS/MA/QE

Some entry-level roles are not available in COMPAS and must be updated manually:

- Entry Level OS
- Entry Level MA
- Entry Level QE

These crew members are signed on in COMPAS as OS, MA, or QMED. Once they join the vessel, update their employment terms to ensure the correct hourly rate is applied.

1. Go to the crew's profile, click on the **role**
2. Click on **Edit** icon.

Back

General Roles Locations Groups & Timetypes Time off Time Banks

Roles + Active x

Ordinary Seaman

Deck / CSL LAURENTIEN

SIU / Ordinary Seaman

Primary

Wage: \$33.37

Effective periods:

Aug 13, 2026 - N/A

Role history

Ordinary Seaman

CSL LAURENTIEN / Deck

Active

+ Add

History Most recent

SIU / Ordinary Seaman

Primary

Wage:

- N/A - May 31, 2026: \$33.04
- Jun 1, 2026 - N/A: \$33.37

Aug 13, 2026 - N/A

3. Only edit the **Employment Level/Type** to reflect the correct role. Type the first few letters and select from the drop-down menu.

4. Click on **Save** twice

The start date must match the role effective start date.

Do NOT add an end date.

Edit Employment Term

Role

OS-Ordinary Seaman

CSL LAURENTIEN / Deck

Role Effective Dates

N/A

Effective Start Date

Aug 13, 2026

Effective End Date

MMM D, YYYY

Ongoing

Employment Level / Type *

Entry Level OS

Designation Term *

Primary

Maximum Daily Hours

Maximum Weekly Hours

Maximum Hours per Pay Period

External Code

Editing a current term

You're editing an active employment term. This will update the employee's live record immediately.

Cancel Save

2. CREW PROFILE

2.3 ADD A NEW ROLE - TRANSFER FOR A DAY OR LESS

If a crew must work on another role for **a day or less**, you must set it up manually:

1. Click on the **Role** then click on the **+** icon
2. Select the Location, the department, and the role (type the first letter of the rank)
3. Add an Effective start and End date
4. Click on **Add** then on **Submit**

The next step is to add the employment terms (wages) associated with the role.

1. Click on the **role** then click on **Add**

1. Ensure to select the same **Effective Start and End Date** as the role Effective dates.
2. Select the **Employment level/Type**. Type the first few letter of the rank and select it from the drop-down.
3. Select **Temporary** as the Designation Term.
4. Click on **Save**

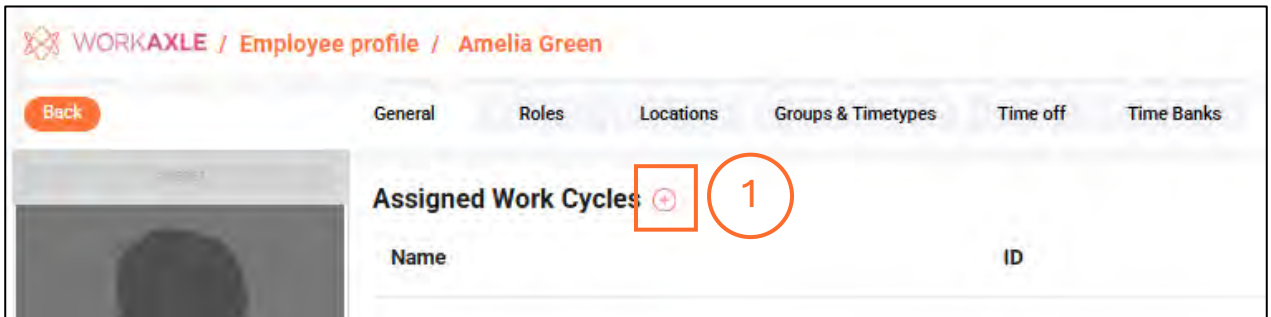
When creating the schedule, the temporary role will display for the selected effective periods.

3. CREW SCHEDULES

3.1 WORK CYCLE

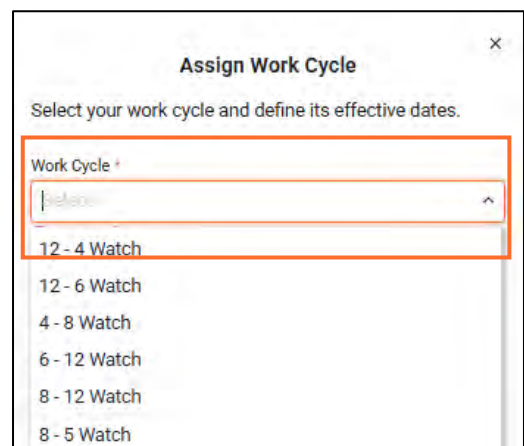
The first step is to create the crew's work cycles for their standard schedule. You only need to do this once, unless the crew's **standard watch hours** change.

1. Open the crew's profile then click on the **+** icon next to **Assigned Work Cycles**



2. Use the drop-down and select the appropriate crew watch

e.g., 12- 4 Watch is equal to 12AM – 4AM and 12PM – 4PM

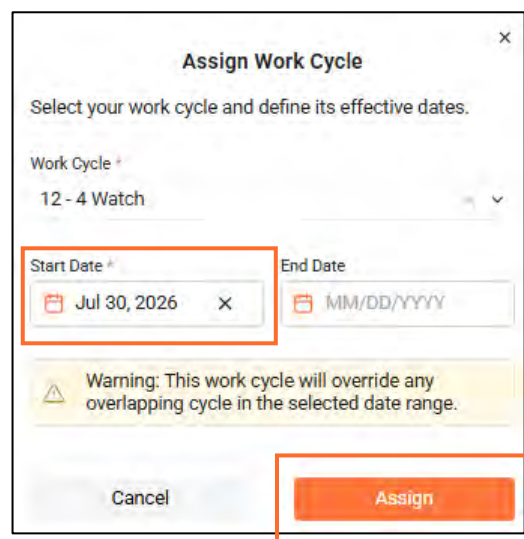


3. Add a start date which is the crew sign-on date.

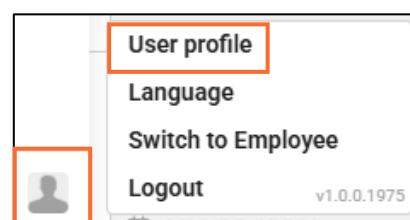
Do NOT select an End date.

4. Click on **Assign**

Always ensure that the crew has the correct work cycle before creating the schedule



NOTE: To see your OWN profile, click the  icon at the bottom left of the page then click User Profile. Add your work cycle following the same steps as above.

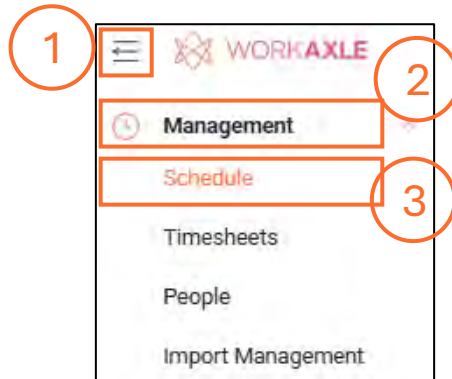


3. CREW SCHEDULES

3.2 SCHEDULE

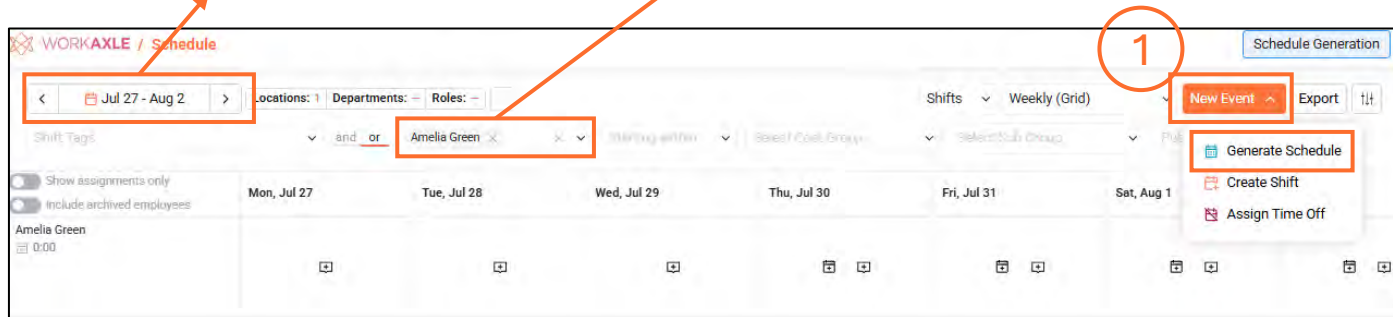
The **second step** is to create the crew's schedule to set up their standard hours in their timesheets.

1. Click on the  icon then click on **Management** then on **Schedule** to access the schedule tab.



Click on the arrows to switch from a week to another

Use the search bar to look for a specific crew



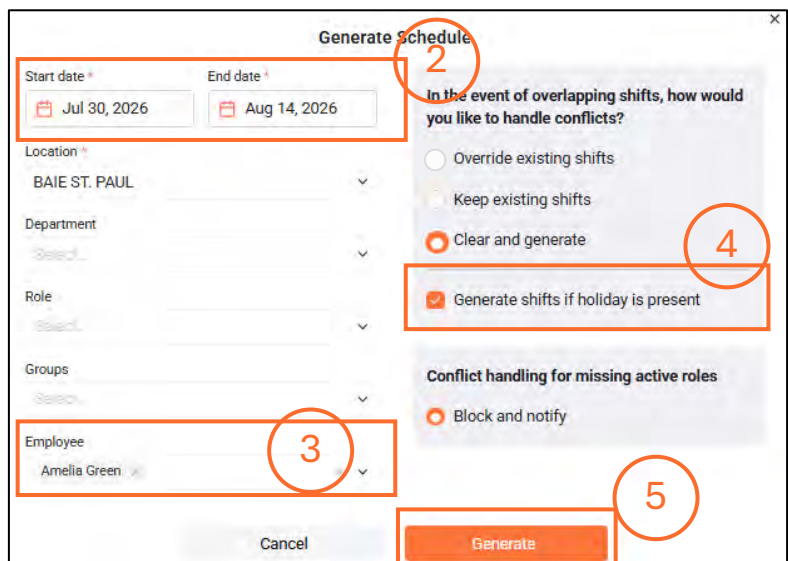
1. Click on **New Event** then click on **Generate Schedule**.

2. Select the start and end date (sign-on/off dates)
 - Make sure to click on **OK** when you select both dates.

3. Select the crew's name (type the first letters).

Note: you can select more than one crew if the sign-on and sign-off dates are similar

4. **ALWAYS** click on checkbox "Generate shifts if holiday is present" **AND** "Clear and Generate"



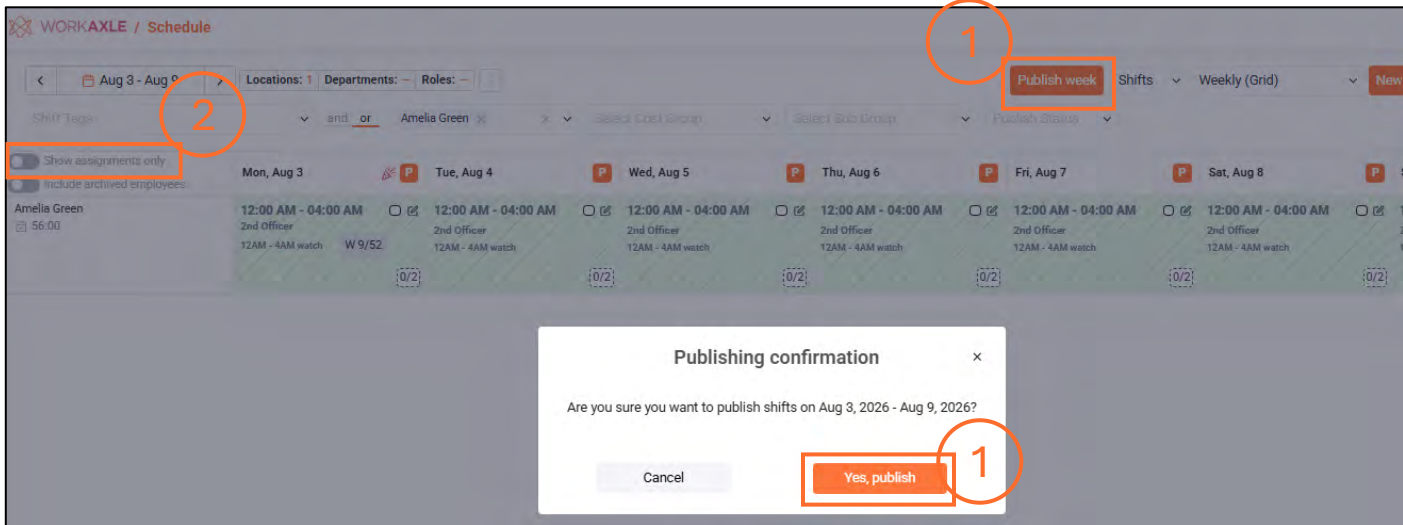
5. Click on **Generate**

3. CREW SCHEDULES

3.2 SCHEDULE

Once you click on **Generate**, the schedules will fill in in the crew's timesheet.

1. Click on **Publish Week** then click on **Yes, Publish**.
2. Ensure to always select **"Show Assignments only"**



IMPORTANT:

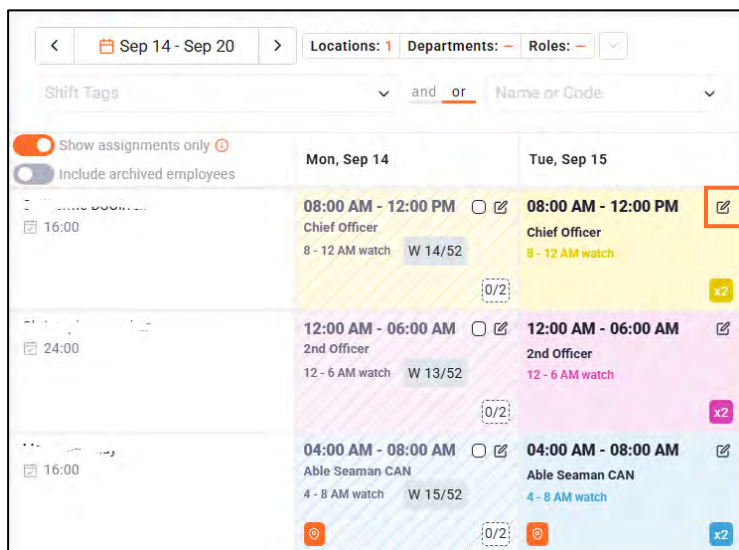
Publish the schedule every week.

Crew members cannot enter overtime hours until the schedule is published.

Once a schedule is published, update it through the crew member's timesheet.

If the schedule was published after the crew member's sign-on date, refer to page 14 for instructions on updating the timesheet.

- PLAIN colors indicate a Published schedule
- DASHED colors indicate an Unpublished schedule.



If you wish to **publish/unpublish a full day** or just **one shift**, click on the pencil icon, select the shift then click on **Publish/Unpublish**

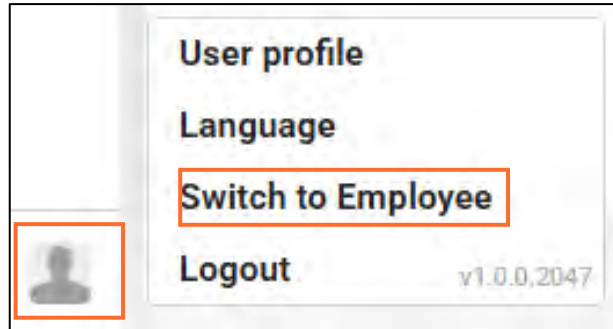
4. TIMESHEET

4.1 ACCESS YOUR OWN TIMESHEET

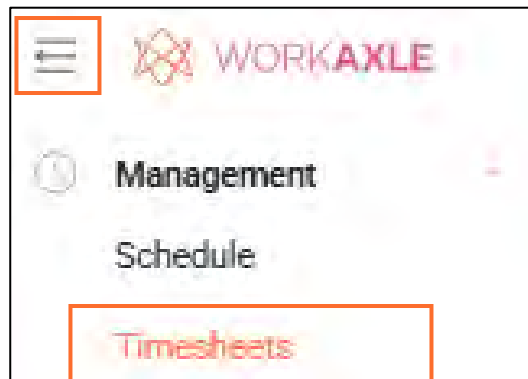
After publishing your schedule, you must add overtime for yourself;

To access your timesheet, you must change your access as Employee

1. Click on the icon  at the bottom of the page and click on **Switch to Employee**



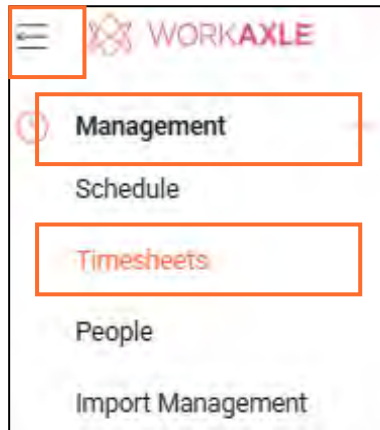
2. Select the  icon at the top left side then click on **Timesheet**



4. TIMESHEET

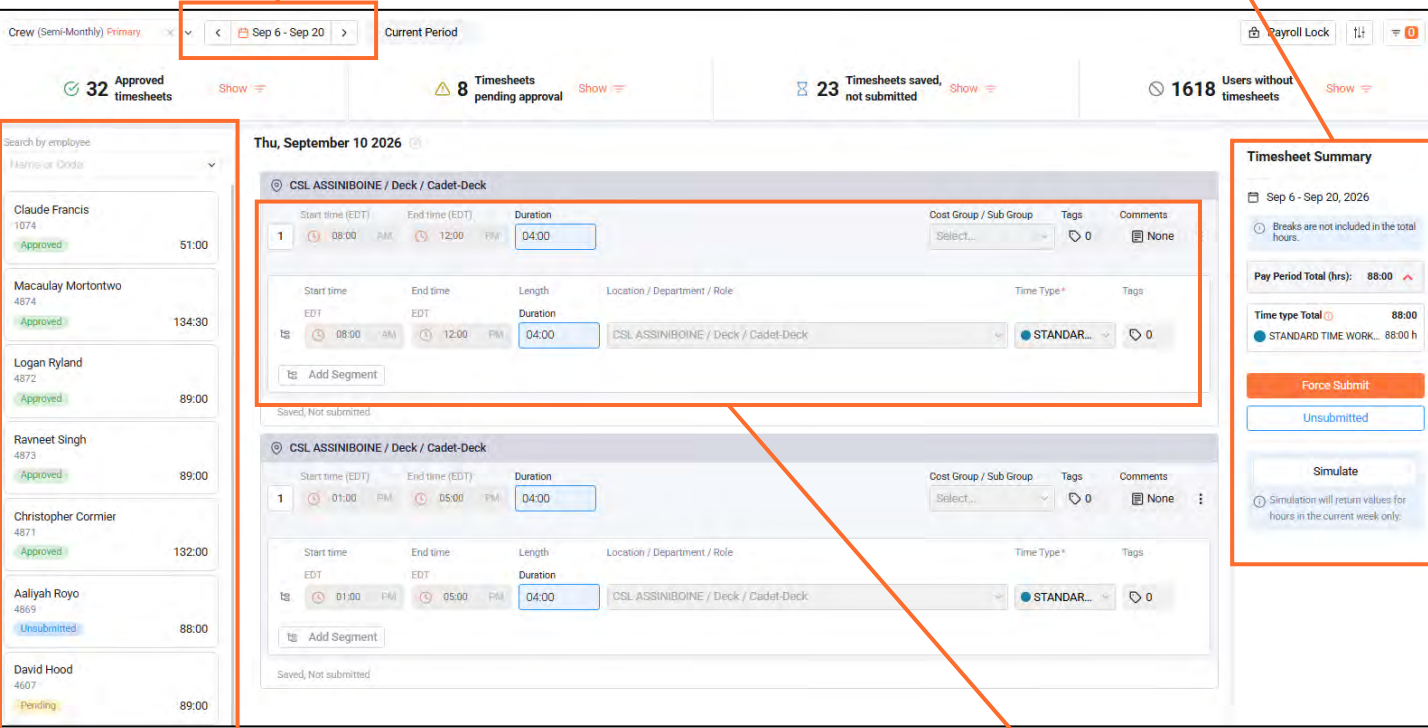
4.2 TIMESHEETS (PAGE OVERVIEW)

Select the  icon at the top left side then click on **Management** then on **Timesheet**



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

Timesheet summary by time types

A screenshot of the WorkAxle Timesheet interface. The interface is divided into several sections. On the left, there is a 'Search by employee' dropdown and a list of crew members with their status (Approved, Pending, Unsubmitted) and total hours. In the center, there is a detailed view of a timesheet entry for 'CSL ASSINIBOINE / Deck / Cadet-Deck' on 'Thu, September 10 2026'. This view shows a table with columns for 'Start time (EDT)', 'End time (EDT)', 'Duration', 'Cost Group / Sub Group', 'Tags', and 'Comments'. Below this, there is a section for 'Add Segment' with fields for 'Start time', 'End time', 'Length', 'Location / Department / Role', 'Time Type', and 'Tags'. On the right, there is a 'Timesheet Summary' panel for the period 'Sep 6 - Sep 20, 2026'. This panel shows the 'Pay Period Total (hrs)' as 88:00, the 'Time type Total' as 88:00, and a 'Simulate' button. The interface also includes a top navigation bar with a menu icon, a 'Payroll Lock' button, and a 'Current Period' dropdown.

List of crews with a timesheet.

There are multiple statuses:

- Unsubmitted: Crew did not submit
- Pending: Timesheet pending approval
- Approved: Timesheet approved

Example of a shift:

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

4. TIMESHEET

4.3 ADD OVERTIME

To add Overtime hours, follow the steps below:

1. Click on **Add Segment**

The screenshot shows the top section of a timesheet entry form. It includes fields for Start time (EDT), End time (EDT), Duration, Location / Department / Role, Cost Group / Sub Group, Tags, and Comments. Below these fields is a table with columns for Start time, End time, Length, Location / Department / Role, Time Type, and Tags. The first row in the table shows a standard shift from 04:00 AM to 08:00 AM with a duration of 04:00. The 'Add Segment' button is located at the bottom left of the table, highlighted with a red box. A red circle with the number 1 is placed next to the button.

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 second segment of the timesheet being added. The end time is set to 09:00 AM, and the duration is 05:00. The time type is selected as 'MEAL HOUR' from a drop-down menu. A red box highlights the end time field, and a red circle with the number 2 is placed next to it. Another red box highlights the time type drop-down menu, and a red circle with the number 3 is placed next to it. The 'Add Segment' button is also visible at the bottom left.

Note: When several reasons apply to overtime, create an additional segment, enter its start and end times, and select the reason that fits.

“Add time entry” is also available for overtime that begins apart from a shift’s end. (refer to page 14)

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.

Login back as a timesheet manager to unsubmit the timesheet to allow changes.

The screenshot shows the 'Sheet summary' page 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 time types listed are OT - BUNK, LUBES, SLUD... (08:00 h) and OT - PILOTAGE (01:00 h). The 'Save' button is highlighted with a red box.

The screenshot shows the 'Sheet summary' page 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 time types listed are OT - BUNK, LUBES, SLUD... (08:00 h) and OT - PILOTAGE (01:00 h). The 'Simulate & Submit' button is highlighted with a red box.

4. TIMESHEET

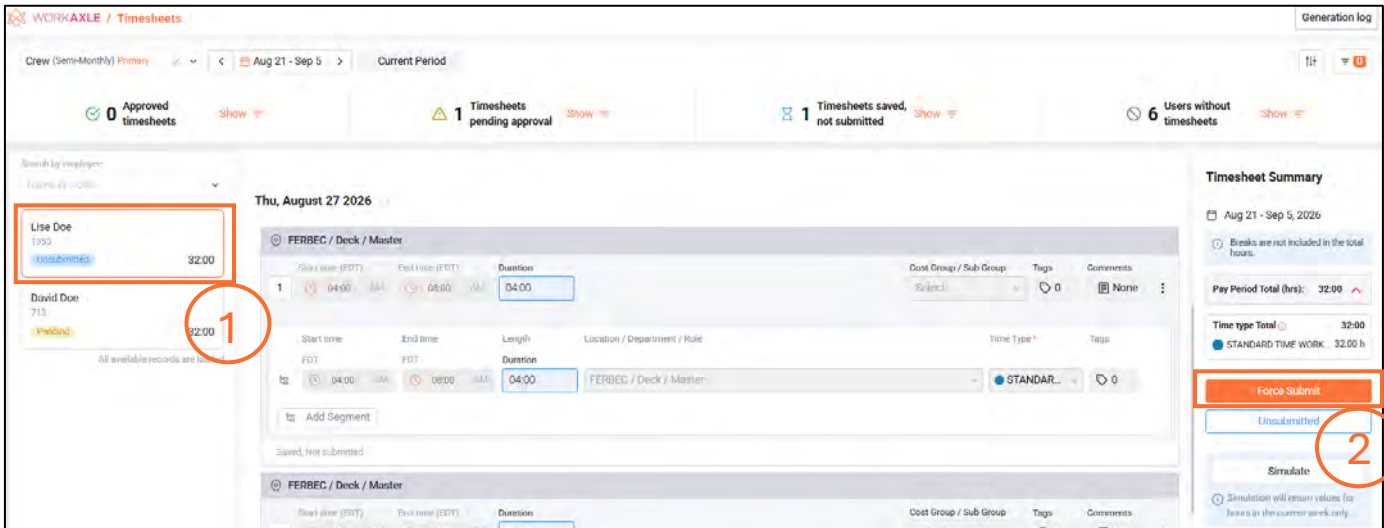
4.4 ADD TIME FOR A CREW

It is now the crew's responsibility to add their overtime hours.

You must change your profile as Manager to edit a crew's timesheet.

Click on the icon  at the bottom of the page and click on **Switch to Manager**

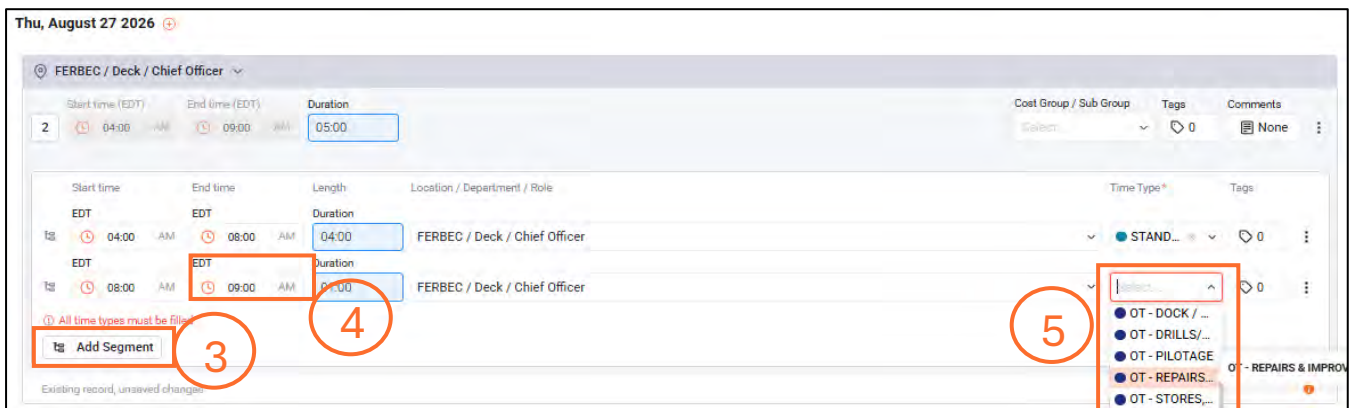
1. Go to the **Timesheet** menu then click on the crew's name on the side menu.
2. If the crew has not submitted their timesheet yet, click on **Force Submit** then click on **Yes, Force Submit**



3. Click on **Add Segment** to add Overtime hours.

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

5. Select a **reason for OT** using the drop-down menu.



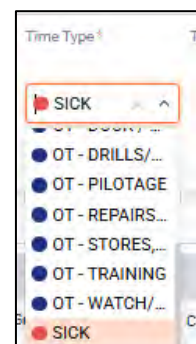
IMPORTANT:

Time types such as Sick **MUST** be used as a replacement for Standard Time Worked.

Go to the page 15 to see the list of time types per permission.

TO GIVE THE CREW ACCESS TO THEIR TIMESHEETS AGAIN, CLICK ON UNSUBMIT.

Unsubmit



4. TIMESHEET

4.5 LATE SCHEDULE PUBLICATION PROCESS

Schedules can only be created for future dates. To ensure a smooth integration between COMPAS and WorkAxle, always sign on crew members in COMPAS and publish their schedule on their actual sign-on date.

If the schedule is published after the sign-on date, you must manually update the timesheet to reflect the days already worked.

1. Open the crew's timesheet and click on **Force Submit** then click on **Yes, Force Submit**
2. Go to the date of sign-on and click on **+** icon and select **Add Time Entry**.

John Smith's Timesheet 1220

Sun, September 6 2026

No records found

Add Premium

Add Time Entry

Mon, September 7 2026 **Labour Day**

No records found

NOTE: Where overtime does not directly follow a shift's end, Add time entry applies as well.

3. Select the **start** and **end time** following the crew's work cycle
4. Select the Time Type "**Standard Time Worked**"

Mon, September 7 2026 **Labour Day**

CSL LAURENTIEN / Engine / Mechanical Assistant

Start time (EDT)	End time (EDT)	Duration	Cost Group / Sub Group	Tags	Comments
04:00 AM	08:00 AM	04:00	Select	0	None

Start time	End time	Length	Location / Department / Role	Time Type*	Tags
EDT 04:00 AM	EDT 08:00 AM	04:00	CSL LAURENTIEN / Engine / Mechanical Assistant	Standard time wor	0

STANDARD TIME WORKED

All time types must be filled

To create the second shift, Repeat step 2-3-4.

Important: Repeat these steps for each missed day until **all Standard Time Worked** hours have been entered in the crew member's timesheet.

Do not click "Add Segment". This option is used **only for overtime entries**.

Once all missed days have been completed, click **Unsubmit** so the crew member can enter their overtime hours.

4. TIMESHEET

4.6 MIDDAY SIGN-ON/OFF

A crew member who signs on or off midday, and therefore works only one of the two shifts, can have a shift removed so the record matches the hours actually worked.

- CMSG crew: when a shift is deleted from the day, a top-up is triggered so the crew member receives their daily rate.
- SIU crew: deleting a shift from the day results in payment for the hours actually worked.

1. To delete a shift from a day, go to the crew's **timesheet**
2. Click on the 3 dots on the right side
3. Click on **Delete**

Tue 22 September 2026

Start time (GMT-4)	End time (GMT-4)	Duration	Cost Group / Sub Group	Tags	Comments
00:00	04:00	04:00		0	None

1

Start time: 00:00, End time: 04:00, Length: 04:00, Location / Department / Role: BAIE COMEAU / Deck / Ordinary Seaman

Time Type: STANDA... Tags: 0

Buttons: Add Segment, Add Premium, Delete

Saved, Not submitted

NOTE: When it is known in advance that a crew member joins or leaves the vessel midday, the shift can also be removed during schedule generation.

1. Open the crew's schedule, click on the **pencil icon**
2. Select the shift to be deleted
3. Click on **Delete**

WorkAxle / Schedule

< 21 Sept - 27 Sept > Locations: 1 Departments: Roles:

Shift Tags: and or TEST1 John

Show assignments only Include archived employees

Mon 21 Sept	Tue 22 Sept
00:00 - 04:00 Chief Officer 12 - 4 AM watch W 16/52	00:00 - 04:00 Chief Officer 12 - 4 AM watch
00:00 - 04:00 Ordinary Seaman 12 - 4 AM watch	00:00 - 04:00 Ordinary Seaman 12 - 4 AM watch

Buttons: Select All, Delete, Copy, Unpublish

4. TIMESHEET

4.7 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. TIMESHEET

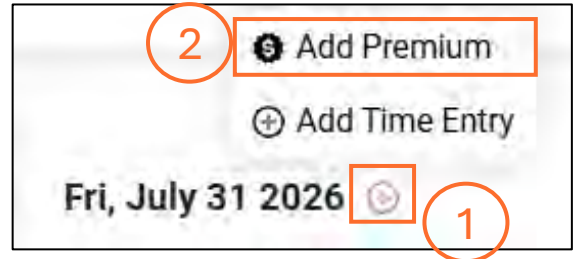
4.8 PREMIUMS BY TIME

Most premiums must be entered by the crew themselves. Any remaining premiums must be entered by the Timesheet Manager. Refer to page 16 for the complete list of premiums.

There are 2 types of premiums in Workaxle: by occurrence or by time.

To add a premium by **Time**;

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



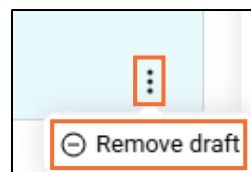
At the bottom of the regular time segments, a new segment will be displayed.

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.



DO NOT FORGET TO SWITCH FROM MANAGER TO EMPLOYEE TO ADD PREMIUM FOR YOURSELF

4. TIMESHEET

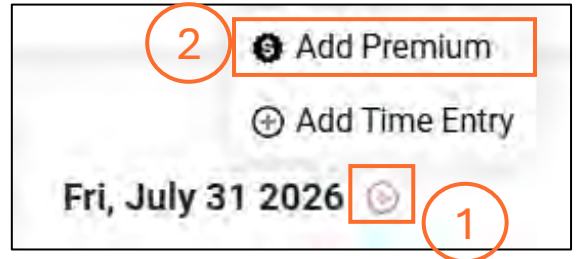
4.9 PREMIUMS BY OCCURRENCES

Most premiums must be entered by the crew themselves. Any remaining premiums must be entered by the Timesheet Manager. Refer to page 19 for the complete list of premiums.

There are 2 types of premiums in WorkAxle: by occurrence or by time.

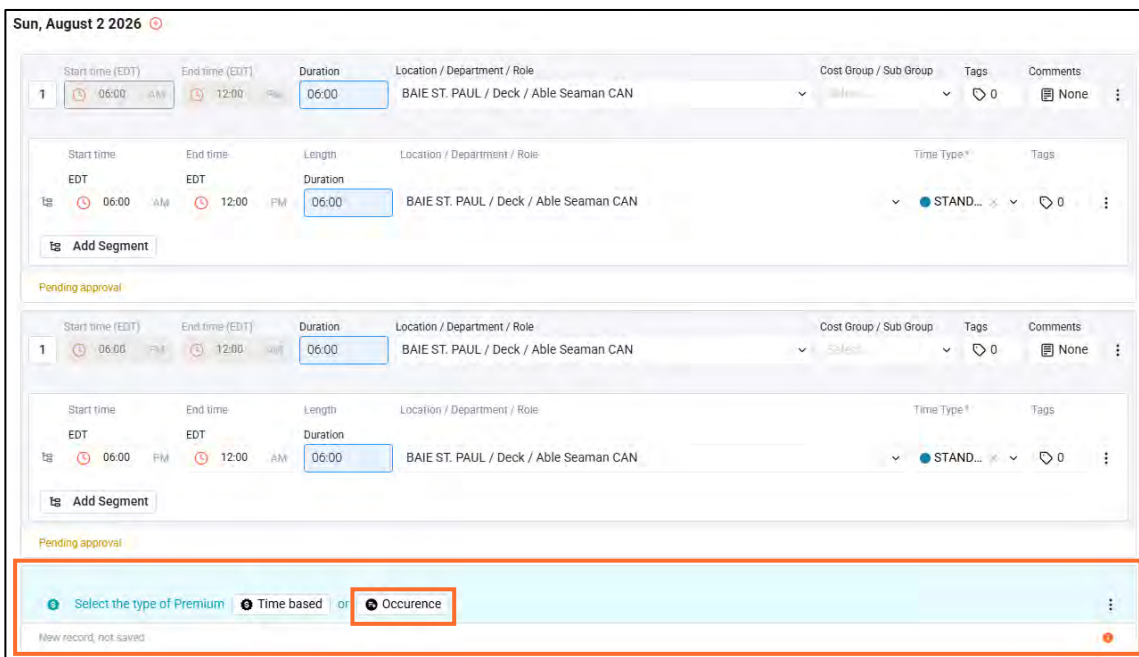
To add a premium by **occurrence**;

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.

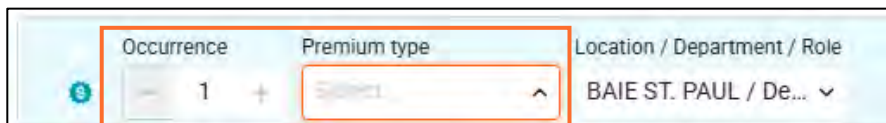
2. Click on **Occurrence**



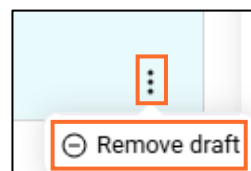
3. Select the appropriate **Premium Type** from the drop-down menu.

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.



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



4. TIMESHEET

4.10 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

4. TIMESHEET

4.11 APPROVE CREW TIMESHEET

The **last** step is to approve the timesheets.

Once you have reviewed the timesheets and ready to approve:

1. Click on **Simulate & Approve**
2. The simulation sheet will open,
 - Click on **View Details** for more details
 - Click **Approve**

Timesheet Simulation

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

Employee

Total hours submitted

Period

Lise Doe

32:00

Aug 21, 2026 - Sep 5, 2026

Time Type Total ⓘ

STANDARD TIME WORKED : 32:00

Premiums

TRANSIT PREMIUM OUT : 1 unit

🔍 View details

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

You can now proceed with approving the timesheet

Close

Approve

Pay Period Total (hrs): 32:00

Time type Total ⓘ 32:00

STANDARD TIME WORK... 32:00 h

Premium

TRANSIT PREMIUM OUT 1 unit

Simulate & Approve

Discard

Unsubmit

Pending

NOTE: If you wish to rectify a timesheet, click on **Unapprove** then do all the necessary changes before clicking on **Approve** again.

Aug 21 - Sep 5, 2026

ⓘ Breaks are not included in the total hours.

Pay Period Total (hrs): 32:00

Time type Total ⓘ 32:00

STANDARD TIME WORK... 32:00 h

Premium

TRANSIT PREMIUM OUT 1 unit

Unapprove

Approved

5. CADET PROCESS

5.1 UNION UNABLE TO SUPPLY OR SIU JOB CALL

Two possible scenarios apply whenever a cadet joins a vessel. Whichever one occurs, the steps outlined below must be followed.

Scenario 1: Cadet Replacing an SIU (union unable to supply)

Use this process when the union did not supply an SIU and the cadet is working as the replacement.

1. Keep the crew member's role as Cadet.
2. Go to **Management > Timesheets**.
3. Select the cadet's name from the side menu.
4. If the cadet has not submitted the timesheet, click **Force Submit**, then **Yes, Force Submit**.
5. Go to the applicable date.
6. Click **Add Segment**.
7. **Enter the start and end time for a total of 8 overtime hours.**
8. Select the applicable **overtime reason** from the Time Type dropdown.
9. Click **Save**.
10. Once completed, click Return to Employee so the cadet can access the timesheet again OR approve the timesheet for payroll processing.

Important: Do not change the cadet's role in this scenario.

Refer to page 13 of the Timesheet Manager User Guide: "Add Time Types for an Employee." – Follow the same steps.

Scenario 2: Cadet Supplied by the Union as an SIU (Job call)

Use this process only when Payroll confirms that the cadet was supplied by the union to work as an SIU.

1. Go to **Management > People**.
2. Search for the cadet and open the cadet's profile.
3. Click **Roles**, then click the **+** icon.
4. Select the **vessel, department and applicable SIU role**.
5. Enter the applicable start date and end date.
6. Click **Add**, then **Submit**.
7. Open the newly added SIU role and click Add to enter the employment conditions.
8. Enter the same start date and end date used for the role.
9. Select the applicable Employment Level/Type with the corresponding SIU wage rate.
10. Select Temporary as the Assignment Type.
11. Click Save.

Important: Only assign a temporary SIU role after receiving instructions from Payroll. The role dates and employment-condition dates must be the same.

Refer to page 6 of the Timesheet Manager User Guide: "Add a New Role: Transfer of One Day or Less." – Follow the same steps.