SOP — Capex Labor Hours Log

System: WhiteWater Intranet (`whitewater-secure`) **Created:** 2026-05-27 **Author:** Eric Dunn

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Purpose

The Capex Labor Hours Log allows authorized employees to record hours spent on capital expenditure projects (travel, on-site work, etc.) against open POs. Entries are stored in the `travel_capex` MySQL table and are reportable by admins via the Reports page.

URLs

Page	URL
Log Entry	`https://intranet.whitewatercw.com/assets/forms/travel/travel_capex.php`
Reports (admin only)	`https://intranet.whitewatercw.com/assets/forms/travel/travel_capex_search.php`

Access

- **All intranet users** — can log their own entries, view their own recent entries, and log on behalf of another employee (see Proxy Entry)
- **Admins** — can access the Reports page; the Reports button is visible only to the following 14 users:

> Andrew Folse, Anthony Thacker, Chase Cursey, David Carreon, Dustin Dougherty, Eric Dunn, Gary Kingsbury, Gregg Murray, Henry Shine, Jerrod Celestine, Joshua McCown, Philip Loper, Rusty Modesty, Ryan Miller

To add or remove an admin, edit the `$access_array` in both: - `public/assets/forms/travel/travel_capex.php` (line ~83) - `public/assets/forms/travel/travel_capex_search.php` (line ~21)

Logging Time — Step by Step

1. Navigate to the **Capex Labor Hours Log** URL above (intranet login required)
2. Under **Log CAPEX Time**:
3. **Location** — select the site from the dropdown (pulls active `Capex Pending` POs)
4. **PO / Project** — select the specific PO/project for that location (populates via AJAX after location is chosen; format: `PO - Project Name`)
5. **Start Date** — first day worked on this PO during this period
6. **End Date** — last day worked on this PO during this period
7. **Total Hours** — total hours for the date range (minimum 0.25, increments of 0.25)
8. Click **Add Time** — entry appears in the blue **Pending** staging area (not yet saved)
9. Repeat steps 2–3 to stage multiple entries at once
10. Click **Submit All** — all staged entries are saved to the database in one batch
11. A green **"Entries saved successfully."** banner confirms the save

> **Note:** The staging area is client-side only. If you navigate away before clicking Submit All, staged entries are lost.

Proxy Entry — Log for Someone Else

Any authenticated user can log hours on behalf of another employee.

1. Check the **"Log for someone else"** checkbox above the Location dropdown
2. A search box appears — type at least 2 characters of the employee's name
3. Select the employee from the dropdown — a green confirmation strip shows: `Logging for: Jane Smith — WX0103 — Project Manager`
4. Complete the entry (Location, PO/Project, dates, hours) and click **Add Time**
5. Click **Submit All** — the entry is saved with the selected employee's identity

Notes: - The submitter (you) is tracked separately in the `submitted_by` column - The **Reports** page shows a **Submitted By** column — visible only when the submitter differs from the entry's employee - Unchecking the checkbox resets back to your own identity - The edit modal does not show proxy fields; edit entries via the Reports page if corrections are needed

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Editing or Deleting an Entry

1. Scroll to **Recent Entries — Last 30 Days**
2. Click **Edit** on any row
3. An overlay modal opens with editable fields: PO/Project, Start Date, End Date, Total Hours
4. Click **Save** to apply changes
5. Click **Delete** to permanently remove the entry
6. Click **Cancel** (or ×) to close without saving

> Entries older than 30 days do not appear in the history table. If you need to edit an older entry, ask an admin to look it up via the Reports page and provide the entry ID.

Reports Page (Admin Only)

1. From the Log Entry page, click the **Reports** button (top-right, visible to admins only)
2. Use the filters:
3. **Employee** — select a specific person or "All"
4. **Start Date / End Date** — date range based on the entry's `start_date`
5. Click **Run**
6. Results table shows: EID, First Name, Last Name, Title, Department, Home Location, PO/Project, Start Date, End Date, Total Hours, Submitted By
7. Click **Export to Excel** to download as `travel_capex.xlsx` (all columns included)

Data Source — PO / Project Dropdown

The Location and PO/Project dropdowns pull from the `capex` table:

```
SELECT PO, projectName FROM capex
WHERE acct_status = 'Capex Pending' AND locationName = '<selected location>'
ORDER BY PO
```

If a PO does not appear in the dropdown, confirm it has `acct_status = 'Capex Pending'` in the `capex` table. Closed or completed POs will not be listed.

Database

Table: `travel_capex`

Column	Type	Notes
`ID`	int, PK	Auto-increment
`eid`	int	Employee ID (from `$_SESSION['user_id']`)
`firstname`	varchar	From session or proxy selection
`lastname`	varchar	From session or proxy selection
`title`	varchar(100), NULL	Job title at time of entry
`department`	varchar(100), NULL	Department at time of entry
`home_location`	varchar(20), NULL	Employee's home site — `WX0` + locationCode (e.g. `WX0103`)
`submitted_by`	int, NULL	EID of person who submitted — equals `eid` for self-entries
`category`	varchar	Stored as `PO - Project Name`
`start_date`	date	
`end_date`	date	

Column	Type	Notes
`total_hours`	decimal	Min 0.25, step 0.25

Labor Hours in the CapEx Tracker

Logged hours are visible to admins directly from the CapEx Tracker's PO View modal. When viewing a PO record in `public/finance/capex/tracker.php`, a **Labor Hours** section appears below the Sage/Intacct spend data showing:

- One summary row per employee: name, date range (first entry → last entry), total hours
- Click the ▶ chevron on any row to expand individual entries with per-period date ranges and hours
- Grand total row at the bottom

Important: Category Format Must Match the PO Number Exactly

The `travel_capex.category` column stores entries as `PO - Project Name` (e.g., `2024-001 - Site Expansion`). The Labor Hours section extracts the PO by splitting on ` - ` and matching against the PO field in the `capex` table.

Entries logged before this feature was built, or entries where the category was saved in a non-standard format, may not appear in the Labor Hours section even if they exist in the database. If hours are expected but not showing:

1. Check the raw category value in `travel_capex` (via DBeaver or the Reports page)
2. Confirm the value starts with the exact PO number followed by ` - ` (space-dash-space)
3. If the format differs, the entry will need to be corrected or re-entered using the current dropdown

Going forward, always use the **PO / Project** dropdown when logging time — this ensures the category is written in the correct format.

Source Files

File	Purpose
`public/assets/forms/travel/travel_capex.php`	Main log entry page + edit/delete
`public/assets/forms/travel/travel_capex_search.php`	Admin reports + Excel export
`public/assets/forms/travel/capex_pos.php`	AJAX endpoint — returns PO list for a location
`public/assets/forms/travel/capex_employee_search.php`	AJAX endpoint — employee typeahead for proxy entry
`public/finance/capex/tracker_editor.php`	CapEx tracker PO editor modal — includes Labor Hours section

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Linked From

- **Facilities** landing page → **Capex Labor Hours Log** button uses `app_url('assets/forms/travel/travel_capex.php')`