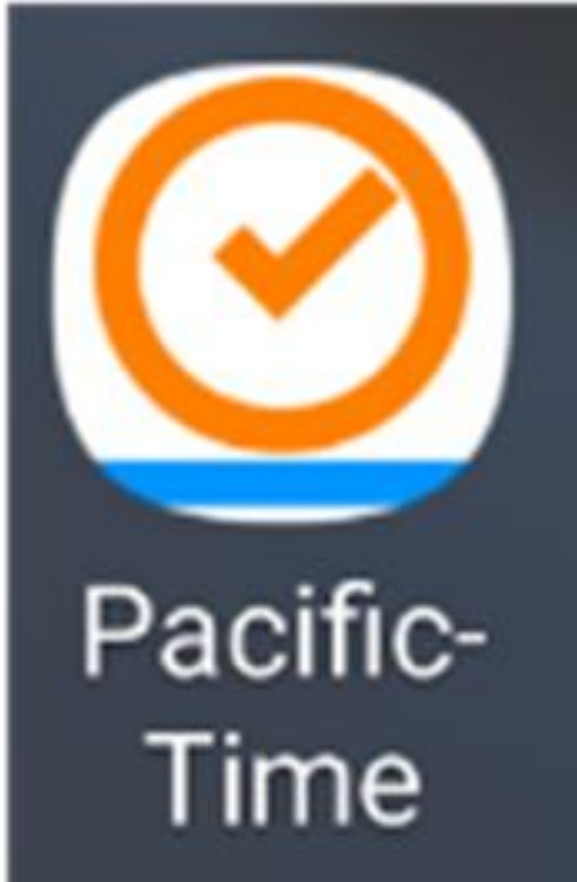
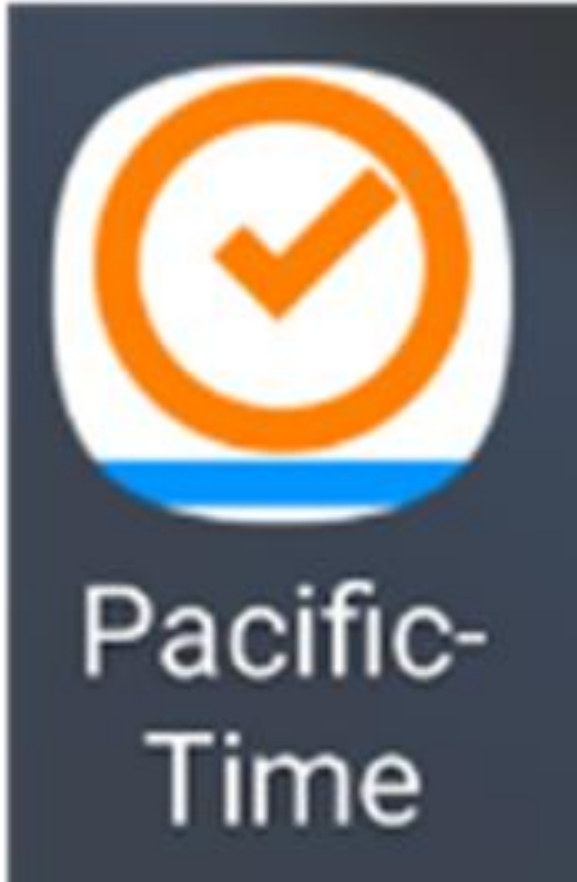


NEW STOPs – PACIFIC TIME APP



- ***USE APP FOR STOPs***
- ***ADDS VISIBILITY TO SEE SUBMITTED STOPs***
- ***USE APP TO REVIEW YOUR HOURS/FARES/PER DIEM FOR THE WEEK***
- ***APPROVE WEEKLY TIME***

NEW STOPs – PACIFIC TIME APP



**AS OF 2/29/24 ALL
STOPS WILL BE DONE
ON PACIFIC TIME APP**

**OLD SYSTEM WILL NO
LONGER BE AVAILABLE**

**AUDITS & SAFETY
REPORTS ARE NOT
AFFECTED**

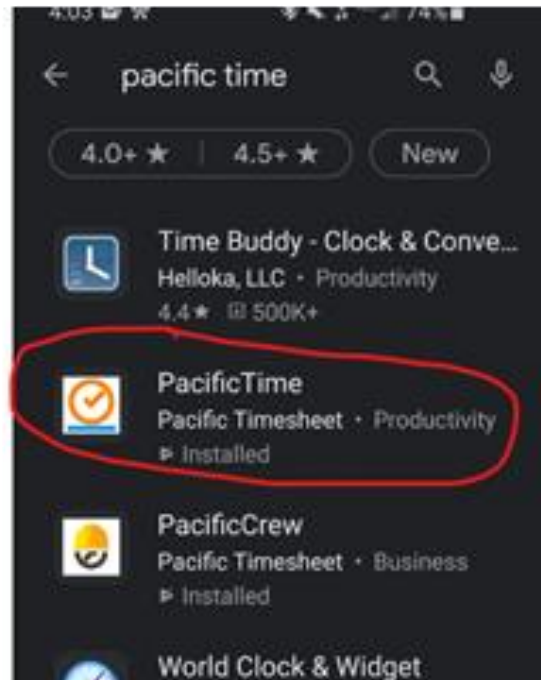
PACIFIC TIME APP

- **IF YOU ALREADY HAVE THE APP ON YOUR PHONE:**
 - **STOP – YOU DO NOT NEED TO READ ANY FURTHER**
 - **JUST OPEN APP AND START UTILIZING THE NEW STOP FEATURE: “STOP – Daily Hazard Review” TO COMPLETE YOUR DAILY STOPS**
 - **SKIP TO PAGE 11 FOR ADDITIONAL DIRECTIONS ON HOW TO COMPLETE A STOP**
- **IF YOU DO NOT HAVE THE APP PLEASE CONTINUE WITH THE DIRECTIONS**

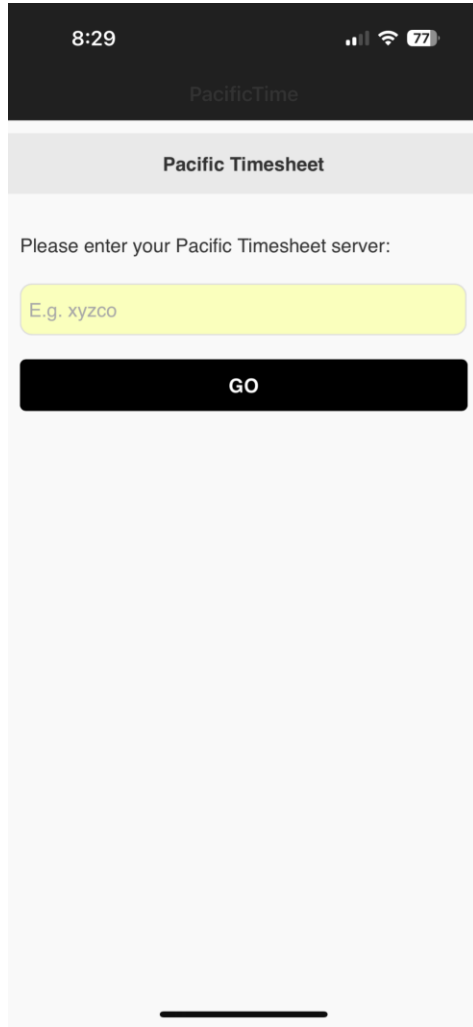


GET THE APP

- Each Employee must download the APP from either Google Play (Android) or the App Store (Apple)
- Be Sure to Download “PACIFIC TIME” APP not Pacific Crew- see example below of correct “Pacific Time” Icon



Open the APP



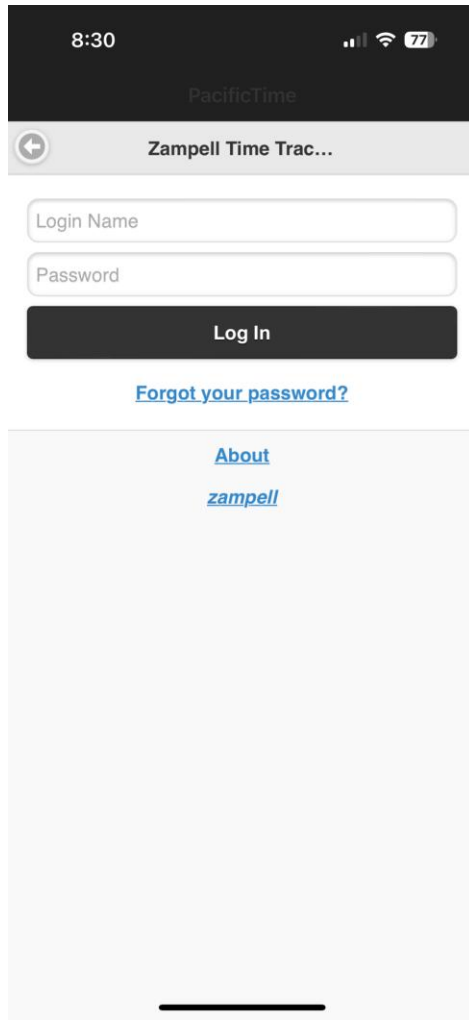
The screenshot shows a mobile app interface. At the top, the status bar displays the time 8:29, signal strength, Wi-Fi, and battery at 77%. Below the status bar, the app title "PacificTime" is visible. The main header is "Pacific Timesheet". The instruction "Please enter your Pacific Timesheet server:" is followed by a text input field containing "E.g. xyzco". Below the input field is a black button with the text "GO".

Add the Server Name:

- **OPEN THE APP:** The screen should look like this
- **SERVER NAME = Zampell**
- **Then CLICK "GO"**



Log Into the APP



8:30

PacificTime

Zampell Time Trac...

Login Name

Password

Log In

[Forgot your password?](#)

[About](#)

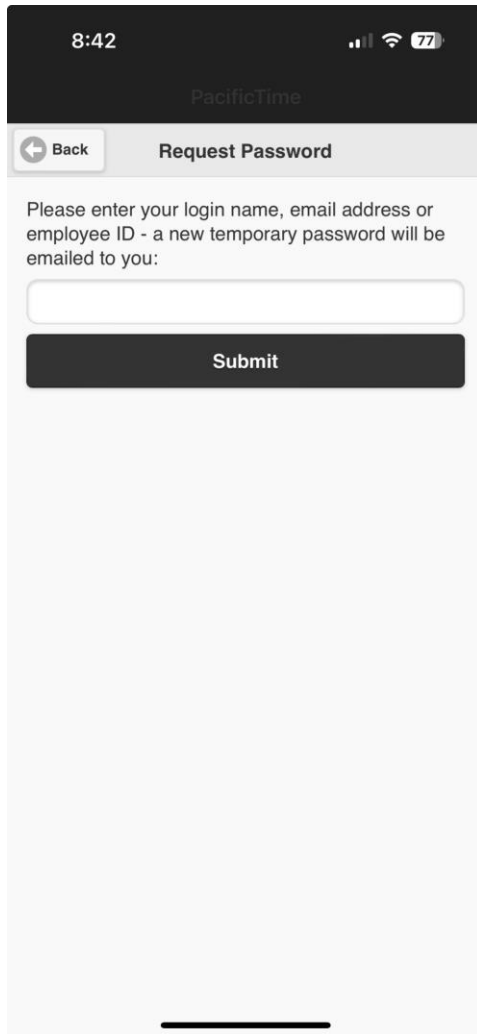
[zampell](#)

LOGIN & PASSWORD

- If you know your Login & Password please enter
- Login = Your Company ID
- Password = Set by you
- **IF you do NOT know your company ID please call local Admin or HR**
- Once you get your company ID: CLICK “Forgot your password”



RESET PASSWORD

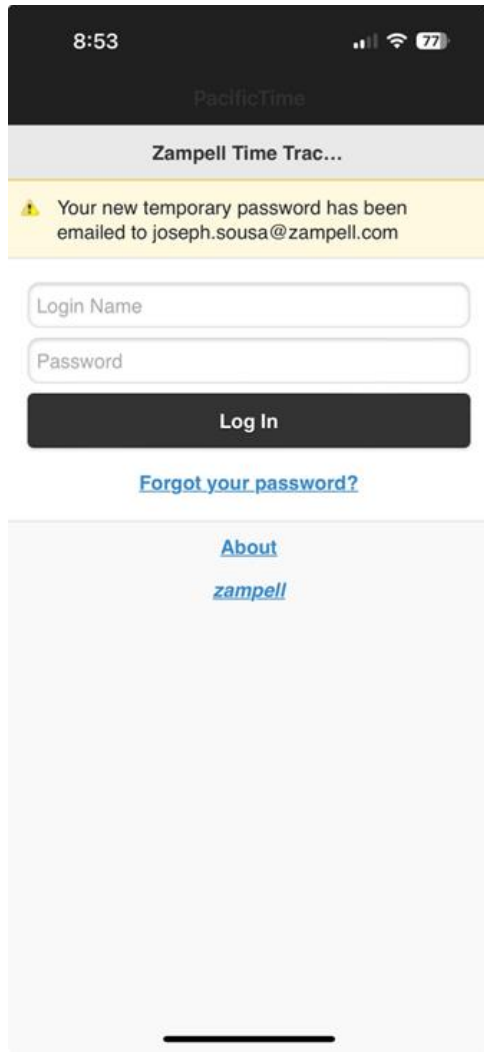


The screenshot shows a mobile application interface. At the top, the status bar displays the time 8:42, signal strength, Wi-Fi, and battery level at 77%. Below the status bar, the app title "PacificTime" is visible. A navigation bar contains a "Back" button with a left arrow and the text "Request Password". The main content area has the instruction: "Please enter your login name, email address or employee ID - a new temporary password will be emailed to you:". Below this text is a single-line text input field. At the bottom of the form is a dark grey button labeled "Submit".

REQUEST PASSWORD

- **Enter your Company ID provided to you by HR or Local Admin**
- **Click “SUBMIT” button**
- **Check your email for the new temporary Password**

RESET PASSWORD - continued



8:53

PacificTime

Zampell Time Trac...

⚠ Your new temporary password has been emailed to joseph.sousa@zampell.com

Login Name

Password

Log In

[Forgot your password?](#)

[About](#)

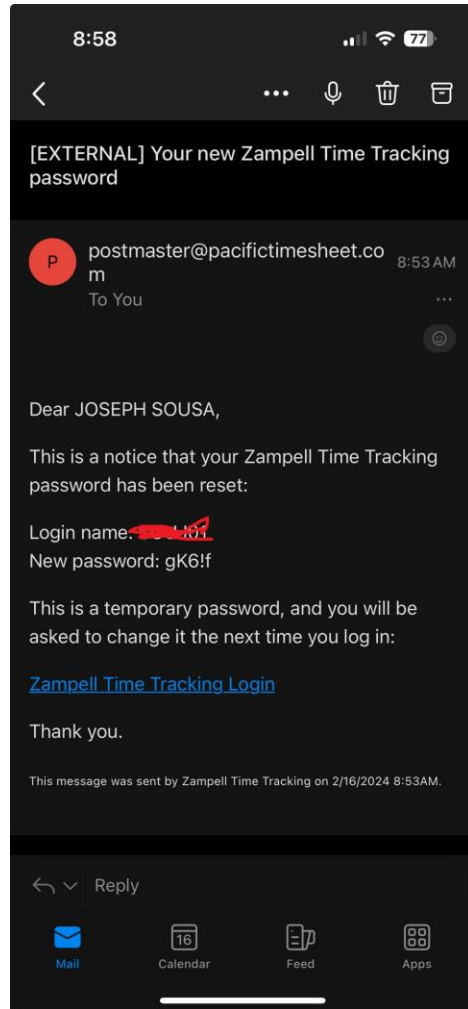
[zampell](#)

CHECK YOUR EMAIL

- This Screen will direct you to the correct email address
- Look for an email from “postmaster@pacifictimesheet”



RESET PASSWORD - continued



SAMPLE EMAIL

- You should receive an email that looks similar to this screen
- Take note of Login Name and new Password
- Go back to the Pacific Time App



RESET PASSWORD - continued

8:53 PacificTime

Zampell Time Trac...

⚠ Your new temporary password has been emailed to joseph.sousa@zampell.com

Login Name

Password

Log In

[Forgot your password?](#)

[About](#)

[zampell](#)

ENTER LOGIN & TEMP PASSWORD

- Enter Login (Company ID)
- Enter Temporary Password from the email



RESET PASSWORD - continued

8:59

PacificTime

Back Change Password

⚠ Your password has expired - please take a moment to update it.

New Password

Confirm Password

Submit

RESET PASSWORD

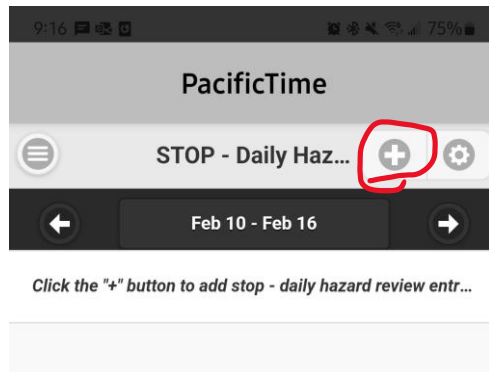
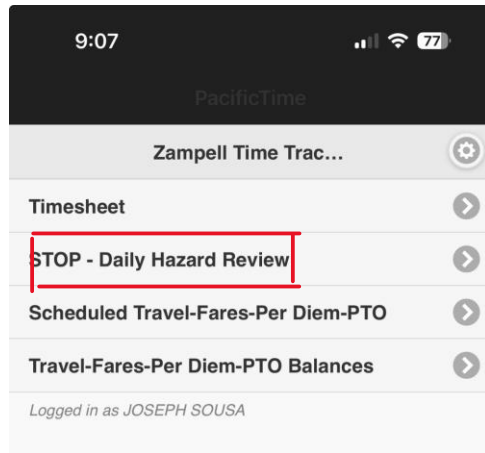
- Enter a new, Easy to remember password
- Be sure to **SAVE** Login name and password in a safe place for future use



START SUBMITTING STOPs

SUBMIT STOPs

- YOUR HOME SCREEN MENU SHOULD LIKE THE TOP SCREEN.
- IF NOT: CLICK HAMBURGER MENU ON TOP LEFT TO GO TO HOME SCREEN
- Click:
 - “STOP-Daily Hazard Review”
 - Then Click the “+” Button to start a NEW STOP for the day
 - Continue to fill out the STOP as normal



ADD JOB # TO STOPs

IMPORTANT

- Use Drop Down to Choose Job
- Use Search to Type in Job Site Name
- Please DO NOT USE OVERHEAD

PacificTime

Cancel Add STOP - Daily... OK

Date:
02/27/2024

Job:

Attended JHA/toolbox talk? / Asistio a la charla JHA/caja de herramientas?:
 No

Performed pre shift stretches? / Realizo estiramientos previos al turno?:
 No

Had Site training in last year? / Habia requerido entrenam en el ultimo ano?:
 No

RISK ASSESSMENT (EVALUACION DE RIESGOS):
Work instructions and conditions are subject to change. Check off any hazards that could enter into your work. / Las

PacificTime

Cancel Add STOP - Daily... OK

2024101602 - COVANTA SEMASS

2024101102 - WIN WASTE SAUGUS

2024409506 - STEVES & SONS

~~9901 - E&A 2 Overhead~~

~~9900 E&A Overhead~~

Search...

No

Had Site training in last year? / Habia requerido entrenam en el ultimo ano?:
 No

RISK ASSESSMENT (EVALUACION DE RIESGOS):
Work instructions and conditions are subject to change. Check off any hazards that could enter into your work. / Las

PacificTime

Back Jobs

Fairfax

2024602202 - COVANTA FAIRFAX (2024...
COVANTA FAIRFAX - U1 MARCH OUTAGE...

Fairfax

q w e r t y u i o p
a s d f g h j k l
z x c v b n m
!#1 , English (US) . Go



SUBMIT & SAVE STOP

PacificTime

Cancel Add STOP - Daily... OK

montacargas:

No

Aerial work platform inspection /
Inspeccion de plataformas de trabajo
aereo:

No

Lead plan posted / He verificado que se
haya publicado el plan de plomo:

No

Emergency numbers posted / Numeros de
emergencia publicados:

No

**Note / Nota:

Be sure to tap OK "Above" to save STOP
log /Asegurese de tocar Aceptar para
guardar el registro DETENER

Submitted:

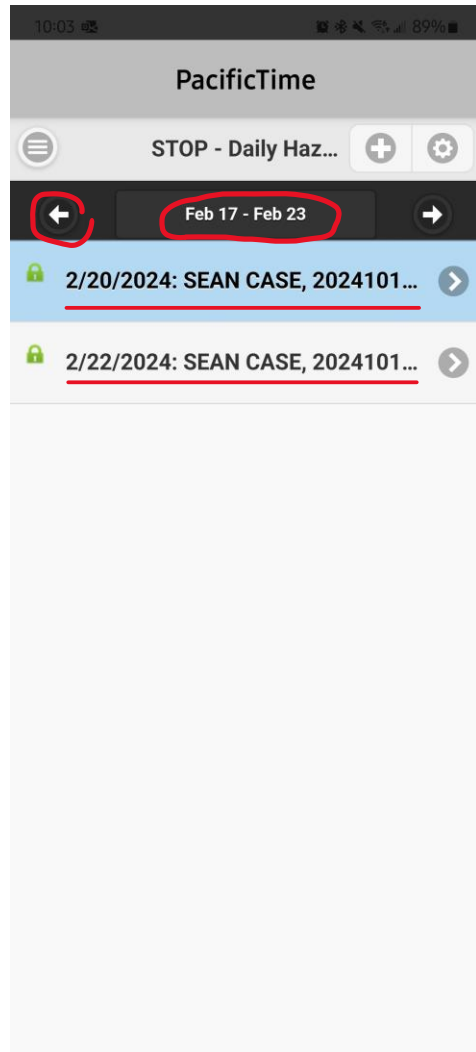
No

SUBMIT & SAVE STOP

- Submitted: Toggle to YES
- Be sure to Click “OK” at top of APP (SCROLL UP IF NEEDED)
- Done!! - CONGRATS



REVIEW YOUR COMPLETED STOPs



STOP REVIEW

- **Scroll Weekly or Daily to see Submitted STOPs each week**
- **To change your view from Weekly to Daily use the “Gear” menu.**
- **This shows 2 STOPs submitted for the week of 2/17 – 2/23**



THANK YOU

- ***Thank You for your support of the STOP program – If you have trouble getting the APP please reach out to anyone in management***
- ***REMEMBER: STOPs are designed to assist the Job Supervisor in keeping you and your fellow employees safe***
- ***If anything seems wrong be sure to STOP and work with the on-site supervision to get the situation corrected.***

